



Director of Development

Job Description

Job Title: Director of Development	Reports To: Chief Administrative Officer
Department: Development	Salary Range: \$70,000 to \$80,000
Revision Date: 01/02/24	Classification (FLSA): Full-time; Exempt
Location: Oklahoma City Metro	Work Environment: Hybrid

About Honestly

Vision: A culture in which opportunities for youth to pursue education, careers and well-being are not limited by teen pregnancy.

Mission: We are building a movement to improve sexual health outcomes for youth.
We do this by:

- Acting as the facilitator of the Collaboration with a common agenda focused on reducing Oklahoma County's teen birth rate by an additional 25% by 2025.
- Convening, supporting, and connecting our partner network of content and context experts to have the biggest impact.
- Engaging and mobilizing the community around our cause and the work of the Collaboration.
- Evaluating and sharing data for the purposes of strategic learning and the more effective collective impact.
- Advocating for youth to have access to resources, services and medically accurate information about sexual health.

Commitment: To have the greatest possible impact on the communities we serve we must center diversity, equity, inclusion, and accessibility as the foundation of all we do. One way we do this is by recruiting and retaining talented individuals who are reflective of the communities we are here to serve. We value our employees and strive to offer benefits that reflect the value we place in their work. Some of our benefits include:

- Organization paid health benefits for employees
- A 32-hour work week
- A hybrid work environment
- Unlimited PTO
- Retirement plan matching
- Paid family, medical and emergency leave

Position Overview

With support from the organization's Development Committee, CEO and CAO, and in collaboration with each individual employee the Director of Development will implement and manage a strategic and

collaborative approach to fundraising, which includes community relations, donor relations, annual fund development, corporate donations, and grant solicitation. The most successful candidate will be adept at communicating both Honestly's role and the Collaboration's impact to a wide variety of audiences while also being highly efficient in relationship building, database management, donor solicitation, and the planning of special events. We are looking for an individual of exemplary character who is committed to upholding and advancing Honestly's mission to serve as our Director of Development.

Skillset

Like all Honestly staff, the Director of Development must have an unyielding commitment to equity and inclusivity coupled with strong communication skills to effectively communicate with staff, the Board of Directors, community partners, supporters and funders.

The Director of Development shall display the following skills:

- Exceptional leadership skills.
- Strong interpersonal skills; able to quickly establish credibility to develop and manage productive relationships with donors, supporters, staff and the Board of Directors.
- Strong project management expertise; able to manage multiple projects and to move quickly from one to another.
- Ability to remain solution-focused and respectful in all interactions with staff, coworkers, Board of Directors, funders and community partners.
- Expertise with technology within a fundraising environment (i.e. eTapestry, social media, Google analytics, MailChimp, cell phone, texting, etc.).
- Understanding of and experience with copywriting, graphic design, layout, and publishing.
- Working knowledge of content management systems and digital graphics production.
- Impeccable written and oral communications skills.
- Working familiarity with Adobe Creative Cloud (Photoshop, InDesign, Premiere Pro).
- Proficiency with Microsoft Office (Excel, PowerPoint, Word, Teams).
- Established development relationships a plus.
- Working with a team to coordinate strategies and activities related to fundraising.
- Experience or understanding of managing fundraising plans in a virtual environment.
- Ability to make data-driven decisions after gathering input from multiple stakeholders and tracking progress.
- Ability to manage time and meet deadlines.
- Ability to maintain accurate records and necessary paperwork.
- Ability to provide support and training to other staff.
- Ability to build relationships and create alignment with individuals from a wide range of perspectives and backgrounds.
- Ability to work independently to plan projects, track tasks, assess progress, and follow through on the execution of plans.
- Ability to communicate effectively one-on-one, in group settings, and in public presentations to a variety of audiences.

Equal Opportunity

Honestly is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practice laws. Honestly is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles, including afros, braids, locks, and twists), color, religion, sex, national origin, citizenship or immigration status, family relationship or status, marital status, military

status, sexual orientation, gender identity, genetic information, HIV status, source of income, the presence of any sensory, physical, or mental disability, status as a victim of domestic violence, harassment, sexual assault or stalking, or any other status protected by applicable state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

Essential Functions of the Job

Donor Relations (45%)

- Develop and implement a comprehensive major giving strategy and matrix to be executed at the organizational and Board levels.
- Create, maintain and execute a regular giving and stewardship calendar.
- Launch donor acquisition strategies that invite new investment and donor engagement to the organization.
- Arrange and manage both virtual and in-person donor stewardship and cultivation events, including no less than one annual fundraising event.
- Lead the Development Committee comprised of staff, Board Members and community members in the creation, implementation and evaluation of annual goals.
- Leverage board and CEO strengths and relationships in the development process, providing adequate preparation, training, and other support as requested.
- Conduct prospect research and maintain annual portfolio of 20-25 individual donors for major gift cultivation.
- Manage major donor visits for the CEO, Board Chair, CAO or other members of the Board/Staff as applicable.
- Maintain and enhance Annual Fund activities, to include regular performance analysis; resource allocation; budget management; volunteer recruitment and management; donor cultivation, solicitation and stewardship; and strategy execution.
- Establish and maintain strong relationships with corporate leaders and private foundation representatives.
- Maintain a working knowledge of philanthropic priorities and activities of the organization's top funders.
- Maintain tracking, data entry, and management of donor communication and gifts.
- Serve as a key spokesperson for the organization, ready to "pitch" Honestly's mission and engagement opportunities at networking events throughout the greater Oklahoma City area.
- Manage and maintain an accurate and up to date donor database, including entering and processing gifts and donor information changes in a timely and accurate manner. Spearhead a process to keep records of visits in the database.
- Lead the donor acknowledgment process for all gifts to the organization. Maintain stewardship program activities, collaborating with staff, board members, and other volunteers to authentically and creatively thank donors for their gifts to the organization.
- Oversee the development of all fundraising deliverables, to include print pieces, fundraising copy, website and social media support, stewardship reports, Board reports, monthly newsletter, annual reports and more.
- Maintain in-depth knowledge of Honestly's mission, comprehensive plan, programs, partners, and initiatives and effectively convey this information to current and prospective funders.

Grants Management (45%)

- Conduct all aspects of grants management including grant research, writing and submitting proposals, reporting, and ongoing communication with funders.

- Partner with staff to strategize, draft and assemble compelling grant proposals.
- Track accomplishments and media hits for programmatic evaluation and grant reports.
- Maintain up-to-date and well-organized grant records.
- Maintain and grow annual grants calendar, respond to foundation requests, and steward foundation relationships.

General Duties and Responsibilities (10%)

- Foster productive working relationships with staff, Board, funders, and state/national agencies.
- Commit to professional development and creating a culture of continued learning by subscribing to appropriate newsletters and journals.
- Represent Honestly in a variety of public settings with the aim of building partnerships and engaging potential funders.
- Provide coaching to staff and Board in developing their “pitch” of Honestly’s mission and engagement opportunities.

Physical and Travel Requirements

- Less than 20%, primarily by car.
- Occasional travel is required during evenings and weekends.
- Moves equipment weighing up to 25 pounds.
- Must be able to remain in a stationary position during work.
- Valid Driver’s License and Auto Insurance Coverage

Education and Experience Requirements

- Bachelor’s degree or relevant experience, preferably in Communications, Writing, Marketing, Nonprofit Management, Business Management or a related field.
- Five or more years' experience in donor relations.
- Five or more years' experience in grant writing.
- Experience with fundraising event planning.
- Experience working in collaboration with communities of color and/or 2SLGBT+ communities.
- Experience developing initiatives and projects in a team-oriented environment.
- Experience with adult learning design and/or teaching/coaching adult learners preferred, not required.

HOW TO APPLY

Please submit a **resume, cover letter, and three professional references** to

jkobyliniski@honestlyokc.org

Application deadline: February 9, 2023 @ 5:00 PM CST

All offers of employment are subject to completion of a criminal background check; screening will only review convictions relevant to job requirements. All eligible people are encouraged to apply.

Honestly is an equal opportunity Employer (EOE).