

Oklahoma Contemporary Arts Center Job Description

Position Title: Development Director

Reports To: Executive Director

Status: Exempt – Salaried

Position Summary

The Development Director leads the Development Department and directs Oklahoma Contemporary's fundraising efforts in support of its institutional mission, programs, special projects and operations. The position focuses on achieving the arts center's annual and capital fundraising goals and expanding philanthropic activities within the organization as well as its community. The Development Director is responsible for all aspects of development, membership and fundraising events and supervises Development staff. The ideal candidate has a proven track record of nonprofit fundraising and successful stewardship of relationships with individual donors, foundations, corporations and governmental partners. The Development Director is a key member of the arts center's senior staff and an ambassador to its audience and community. The successful candidate will bring excellent interpersonal and communication skills and a keen ability to prioritize within a creative work environment.

Job Duties

- Meet or exceed annual fundraising goals as set in the approved budget.
- With Capital Campaign leadership, close the \$30 million capital campaign.
- With the Executive Director, develop an integrated plan to expand philanthropic support for the arts center.
- Create and implement a big-picture strategy for development initiatives across the institution's programming and engaging the organization's many audiences.
- Direct and execute all aspects of Oklahoma Contemporary's development program, including major gift cultivation and stewardship; foundation and government grants; corporate giving and sponsorships; and capital, endowment, individual, annual fund, planned giving and membership programs.
- Build strong and mutually beneficial relationships between the center and the diverse communities it serves.
- Expand and diversify Oklahoma Contemporary's donor base; work with the Executive Director and in consultation with the Board of Trustees to identify and nurture new relationships, as well as steward current donors.
- Develop and manage a portfolio of major gift donors.
- Engage Trustees in fundraising efforts.
- Secure multi-year funding/underwriting for operations and programming.
- Oversee additional fundraising for special projects and future capital campaigns.
- Oversee the management of membership, Contemporary Society, Planned Giving Society and the Corporate Council.
- Attend Board of Trustees meetings. Present departmental progress reports as well as reports on specific Development initiatives.
- Work with the Communications Department to develop a common strategy and language to support the center's mission, strategic plan and development goals.

- Work with the Curatorial and Education/Public Programs Departments to create fundraising opportunities based on the center's exhibitions and programs.
- Work with the Finance Department to ensure regular and efficient gift reconciliations.
- Oversee planning for and attend donor cultivation events, including exhibition openings, dinners, member tours and other special fundraising opportunities.
- Hire, train, supervise, guide and mentor Development Department staff. Hire and oversee contract grant writers as necessary.
- Plan and supervise electronic and mailed appeals and communications, grant writing and applications, corporate sponsorship proposals, planned giving and other fundraising initiatives.
- Ensure the efficient organization and maintenance of the donor database.
- Regularly evaluate Development Department goals and recommend short- and long-range strategic initiatives to the Executive Director and Board of Trustees.
- Ensure that the Development Department operates in alignment with the Oklahoma Contemporary's values, mission and vision.
- Perform all duties in a professional manner, in accordance with the Code of Ethics of the Association of Fundraising Professionals.

Education and Experience Requirements

Education and Experience

- Seven or more years of proven professional experience in a leadership role in a nonprofit environment, including supervisory experience and developing and implementing significant and successful fundraising efforts. Experience working for arts centers or other arts institutions is a strong advantage.
- Bachelor's degree required; master's degree preferred.

Qualifications, Skills and Abilities

- Demonstrated success in managing and forging relationships with multiple donor sources; an established record of networking with community stakeholders and funders in the greater Oklahoma City area is helpful.
- Knowledge of a broad base of principles for fundraising and planned giving, applying best practices and ethical standards.
- Able to communicate Oklahoma Contemporary's mission and interests to a broad audience with genuine enthusiasm.
- Strong leadership, management, supervisory, training and mentorship skills.
- Exceptional planning and project management skills.
- Excellent writing, speaking and organizational skills.
- Proficiency with budgeting and fiscal oversight.
- Accountability, attention to detail and the ability to complete assignments in a fast-paced environment.
- Ability to work both collaboratively as a team and independently, as projects require.
- Positive attitude and enjoyment working with a range of organizational stakeholders, including high-level corporate and community leaders.
- Experience in the strategic use of social media for donor engagement and fundraising campaigns is a plus.

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Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Other Requirements and Working Conditions

- Use of a car required; legally registered and insured for daily use.
- Use of a computer, telephone and printer/copier daily.
- Team environment with frequent group meeting participation.
- Physical requirements: combination of sitting, standing, walking and driving on a frequent basis. Lifting modest weights (up to 40 pounds) may be required occasionally.

Oklahoma Contemporary is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, different abilities, gender identity or veteran status.

Submit a cover letter and resume [here](#) to apply.

About Oklahoma Contemporary

Oklahoma Contemporary is an inclusive center for the arts where people of all ages and backgrounds can experience art, encounter new ideas and ignite their creative potential. Through visual art exhibitions, performances, public programs, community-building initiatives, outdoor installations and special events, Oklahoma Contemporary creates opportunities for everyone to come together in celebration of contemporary culture and artistic expression. With year-round classes and seasonal youth camps across multiple disciplines, the arts center's education programs encourage youth and adults to express their ideas across a variety of media and learn new skills. Oklahoma Contemporary believes that art is for everyone and places accessibility and education at the center of all programming. Admission to exhibitions is always free. Oklahoma Contemporary is a regional 501(c)3 nonprofit organization founded in 1989 by businessman and philanthropist Christian Keese and Kirkpatrick Foundation Director Marilyn Myers.

Inclusion

Oklahoma Contemporary strives to demonstrate leadership by modeling excellence and best practices for inclusion, diversity, equity and accessibility. We believe in the power of human creativity and value the opportunities for connection and learning that exist when cultures and communities come together in collaboration and understanding.

We commit to championing policies and practices that value diversity, foster cultural equity and create an accessible and inclusive environment. Oklahoma Contemporary does not discriminate based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status,

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geography, citizenship status or religion. We recognize our strengths lie in the broad range of people who contribute their time and talents to our mission and are dedicated to creating a safe, inclusive place for them to explore creativity.

About Oklahoma City

In the middle of its third decade of economic and cultural expansion, Oklahoma City is a surprisingly lively and diverse American city. Recent growth has spurred exciting developments in the city's recreation and nightlife, with the construction of new parks, a streetcar system, bike trails, shops, restaurants, breweries and bars. The construction of Oklahoma Contemporary's new building in the urban core, originally scheduled to open in March 2020 prior to the outbreak of COVID-19, represents a significant commitment on the part of the city and its inhabitants to a new era in contemporary culture.