

## Confidential Position Posting

**Harding Fine Arts Academy Foundation (HFAAF)**, a 501C3 non-profit support organization, is recruiting for a **full-time Director of Development**. In this **newly created position**, the successful candidate will be the primary coordinator of all fundraising activities that generate private charitable contributions in support of Harding Fine Arts Academy (HFAA), an award-winning, public charter high school sponsored by the Oklahoma City Public School District currently celebrating its 15<sup>th</sup> anniversary.

Reporting to the HFAAF Board of Directors through its President and the Superintendent of HFAA, the Director of Development has overall responsibility for the establishment and successful operation of a one-person development office. A passionate advocate for the mission and purpose of both the HFAAF and HFAA, the successful candidate will partner with both entities' leadership to plan, organize and execute successful annual and capital campaigns and fund-raising events.

A hands-on, effective, and efficient administrator, s/he will facilitate the ongoing fostering and/or development of wider relationships, associations, outreach, grants, and sponsorship opportunities, with HFAAF and HFAA leadership direction and input. A flexible, self-starter who will successfully support the Foundation and its leadership, s/he has the demonstrable ability to work with little supervision once objectives and tasks have been determined and agreed.

The Director of Development will have a Bachelor's degree and a minimum of three to five (3-5) years' track record of successful, relevant experience in nonprofit fundraising and fundraising programs. Prior experience in Education/Arts/Humanities useful.

The successful candidate will have a resilient, optimistic public persona that establishes credibility, creates trust, and inspires people at all levels, backgrounds, and ages to achieve the right results. Understanding of working with a Board of Directors and volunteers in a non-profit environment is requisite as is the ability to communicate effectively with school and foundation representatives, parents, students, alumni, volunteers, donors, and representatives from the business community.

Additional requirements include demonstrable budgetary acumen and detail-orientation, well-developed communication and presentation skills, both formal and informal, prospect and project management, and the ability to successfully manage multiple priorities to completion. Demonstrable administrative and organizational skills including computer software proficiency in Microsoft Office 365 Suite and Google Docs as well as social media platforms including Twitter, Facebook, and Instagram are requisite. Knowledge of DonorPerfect a strong plus. Confidentiality and integrity a given.

Salary and benefits commensurate with experience. E/O/E. Local Candidates Only.

For a complete job description, please visit [www.hardingfineartsok.org](http://www.hardingfineartsok.org).

Please submit a cover letter and resume in strictest confidence to: [searchcommittee@hfaaokc.org](mailto:searchcommittee@hfaaokc.org)

Deadline for applications is September 15, 2020.