



## **Director of Development in US**

The Development Director is responsible for coordinating all fundraising events as well as creating, developing, and implementing effective donor relations and fundraising strategies and programs on behalf of the organization. The position of Development Director reports directly to the CEO/Executive Director. This position is based in Tulsa. Responsibilities include:

- Creating and implementing strategic donor communication and retention strategies, including the development of a thank you note/gift processes and expired credit cards, renewals, and the like
- Creating and implementing successful fundraising methods to acquire new donors and nurture relationships with existing supporters
- Managing ongoing donor support and reporting, including sponsorships, sponsor needs, donor retention, and retiring donors
- Assisting CEO/Executive Director in organizing domestic-based volunteer opportunities, both in the Tulsa office and at Tulsa based fundraisers
- Assisting CEO/Executive Director and Director of Operations with various day-to-day operations when necessary
- Works with CEO/Executive Director in coordinating fundraising events, methods and strategies
- Serving as the point person and driving force for the annual fundraising gala
- Working with Communications Coordinator to create content for a strategic marketing and social media plan