



Development Director

The Development Director oversees agency fundraising, grant writing, sponsorship, and all marketing and PR for the Oklahoma Visual Arts Coalition and is a key team member of the staff. The position is full-time and year-round with required evening and weekend activities. Considerable in-state travel is required. This position reports to the Executive Director, ensures the success of OVAC fundraising and marketing efforts, and is a team member for all of OVAC's activities.

Key Responsibilities:

- Identifies and cultivates donors, securing gifts to support the work of OVAC
- Develop and implement strategies for planned giving and secure bequests from donors
- Cultivate new donor relationships with individuals, businesses, and other funding organizations
- Write grants and complete progress reports as required
- Oversee the management of electronic database, records, files, and gift processing
- Develop and implement annual marketing plan
- Manage website, media releases, and social media communications
- Complete the annual report and distribute to the community
- Complete and distribute monthly newsletters
- Oversee Art Focus Oklahoma distribution and mailing
- Oversee bulk mailings for marketing and development campaigns
- Be a true team player and work closely to support other OVAC staff members as needed

Required Skills:

- Bachelor's degree in a related field preferred
- Collaborative disposition skilled in working as part of productive teams
- Acute detail orientation and excellent organizational skills
- Performs superiority customer service with high expectations for quality
- Demonstrated ability to take initiative, think creatively, and problem-solve
- Good verbal and written communications
- Excellent time management skills
- Aptitude in learning new technology quickly
- Proficiency in desktop publishing, word processing, email, social media and database programs
- Love for the arts

Physical Requirements:

- Ability to lift 50 lbs
- Ability to sit and look at a monitor for majority of the work day
- Ability to drive with reliable transportation

Compensation:

Salary \$35,000 - \$45,000, depending on previous experience. Benefits include vacation, sick leave, matching retirement program and health insurance. Employee will receive training as needed. Employees are encouraged to seek outside professional development.

To apply, please send a resume, cover letter, and writing sample (grants, articles, press release, or other writing sample) by May 15, 2019 to: Krystle Brewer, Executive Director, director@ovac-ok.org