



## **Development Director**

Tulsa Classical Academy is a Public Charter School in the Classical Liberal Arts Tradition. Tulsa Classical Academy has as its north star its mission to renew public education. Our mission is to “train the minds and improve the hearts of young people through a classical education in the liberal arts and sciences with instruction in the principles of moral character and civic virtue.” We draw our unity from our participation in the mission of the formation of great-souled men and women, and we seek applicants who are mission driven.

### **Development Director Job Responsibilities:**

- Implement and execute annual fundraising plan to meet fundraising goals.
- Manage a portfolio of donors.
- Provide leadership to the development team.
- Prepare and present regular reports on progress toward fundraising goals.
- Plan and execute special events.
- Manage grant writing and identification of new grant opportunities.
- Generate donor communications, newsletters, and annual reports.
- Assist in the creation of print, digital, and social media content.
- Building and maintaining sincere relationships with donors through regular meetings and correspondence.
- Chair of the yearly Gala.

### **Work Hours & Benefits, and pay range**

TCA is a joyful workplace offering a competitive benefits package. Hours could include nights and weekends. Employees have three long paid breaks during the school year, weekends off, and paid holidays. This salaried administrative position would work through the summer. A flexible benefits package includes a contribution from the employer and a 403b plan. The salary range for this job is between 60-80k annually.

### **Development Director Qualifications/Skills:**

- Understanding of basic fundraising principles and development best practices
- Strong prospect identification and qualification skills
- Excellent writing, editing, and proofreading ability
- Strong interpersonal, verbal communication, and presentation skills
- Database and spreadsheet proficiency
- Working knowledge of Microsoft Office (Excel, Outlook)
- Experience with online fundraising, email marketing, and internet research
- Familiarity with a donor management system.

### **Education and Experience Requirements:**

- Bachelor's degree
- Master's degree optional
- Minimum five years of fundraising or non-profit experience
- Previous management experience is a plus
- Proven track record of meeting fundraising goals and securing major gifts

The noble work of TCA is aimed at the recovery of Western Tradition. It is a full-orbed education, which is ordered to cultivate fully integrated human beings whose bodies, hearts, and minds rest in wisdom, wonder, and humility. The curation of the hearts and minds of children is the most difficult task for parents, and they have entrusted that challenging yet noble endeavor to this institution. It is an endeavor that we approach with the utmost urgency and care.