



Director of Development - Job Description

Location: Tulsa Classical Academy - Tulsa, Oklahoma

Education/Certification:

- Must have a Bachelor's degree in a closely related field
- Master's degree (optional)

Preferred Experience:

- 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

Position Summary:

"Our mission is to train the minds and improve the hearts of young people through content rich classical education in the liberal arts and sciences with instruction in the principles of moral character and civic virtue."

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.

Required Knowledge, Skills, Abilities (KSAs), and Dispositions:

- 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.

Responsibilities and Duties:

- Implement and execute an 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

Benefits:

- Employer covers the monthly premium for certain benefit options of health, dental, and vision
- Employer offers a percentage match to a retirement investment account
- Paid time off, sick pay

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.

Physical / Environmental Factors:

The physical demands are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. TCA considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. Being authorized to work in the U.S. is a precondition of employment. TCA is an Equal Opportunity Employer.

Job Type: Full-time**Ability to commute/relocate:**

- Tulsa, OK 74133: Reliably commute or planning to relocate before beginning work (Required)