

FREEDOM CENTER

of Oklahoma City

Director of Development

ABOUT THE FREEDOM CENTER

The Freedom Center of Oklahoma City, LLC is a 501c3 nonprofit organization established in 2019 to educate, empower and enlighten our nation to reflect on the past, present, and future of the Civil Rights Movement in Oklahoma. As caretakers of the historic Freedom Center building, originally purchased in 1967 to serve as home base for the NAACP Youth Council under the leadership of Clara Luper, we are currently undergoing a building restoration as the first phase of developing the five-acre Clara Luper Civil Rights Center (CLCRC) Campus. The new Clara Luper Civil Rights Center is a MAPS4 project slated for construction immediately south of the historic Freedom Center building along Martin Luther King Avenue. Designated by the City of Oklahoma City as the operator for the full CLCRC Campus, we are building a team in anticipation of its projected opening in 2026/2027.

THE OPPORTUNITY

The Freedom Center seeks a dynamic and experienced development professional to lead and significantly expand the organization's fundraising program. The Development Director will report to the Executive Director and have primary responsibility to develop and implement the Freedom Center's comprehensive fundraising strategies, including annual goals and contributed revenue projections, donor research and cultivation, foundation grantmaking, planned giving, and special events. As a thought partner, the Development Director will work closely with the Executive Director to steward donor relationships and foster a strong sense of community among the Freedom Center's donors. The Development Director must work closely with the Executive Director and Board of Directors to develop fundraising goals and strategies that align with the organization's mission and values.

Ideal candidates will be able to communicate clearly and effectively to donors and supporters, particularly on the past, present, and future of Oklahoma's Civil Rights Movement. Ability to convey passion for the mission and critical need for support is essential. As a senior staff member, the Development Director will also be responsible for upholding the principles of equity and inclusion that are vital to the organization.

KEY ROLES AND RESPONSIBILITIES

The Development Director's essential duties and responsibilities include, but are not limited to the following:

Leadership & Visioning

- Partner with the Executive Director on strategic planning for the organization, particularly on growth of revenue to strengthen the infrastructure of the Freedom Center and create a strong foundation for its programmatic reach.
- Cultivate the talents of board and staff members to serve as ambassadors with donors.
- Promote the values of equity and inclusion in all areas of the organization's work.
- Serve as an effective and visible spokesperson for the Freedom Center, effectively articulating the organization's history, programs, and mission.
- Grow and manage development team, including hiring and supervision of a Membership and Events Manager and a Database Coordinator.

Fundraising

- Establish and execute a comprehensive annual fundraising plan for the Freedom Center.
- Foster relationships with foundation officers and take the lead on all grant proposals and reporting, collecting input as needed from other staff members.
- Present fundraising plans and performance metrics to the Board of Directors and work with the Executive Director to ensure that fundraising activities are aligned with the organization's overall strategic plan.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed, tracking donor engagement and retention rates, analyzing revenue streams, and making data-driven decisions that help the organization achieve its fundraising goals.

Individual/Major Donor Cultivation and Stewardship

- Identify, cultivate, and grow individual donor base and corporate relationships.
- Establish and lead a membership program and planned giving strategies.
- Steward relationships with donors, helping to create a sense of community among our supporters.
- Work with the Executive Director and board to create special events that fortify relationships with key donors and cultivate new supporters.

QUALIFICATIONS

- Bachelor's degree in nonprofit management or related field
- At least five years of experience in development role
- Experience with fundraising software and donor databases
- Excellent written and verbal communication skills
- Strong knowledge of and existing relationships with members of the local philanthropic community
- Effective leadership and management skills
- Demonstrated ability to work collaboratively
- Deep commitment to the organization's mission and values
- Strategic thinking and problem-solving skills
- Flexibility and adaptability
- An understanding of how to connect program needs with fundraising, and cultivating donors to be partners with organizational leadership in how to address funding opportunities
- Experience strategic planning, particularly regarding building of development infrastructure within an organization

COMPENSATION AND BENEFITS

This is a full-time position with a base salary range of \$60,000 – 65,000, plus a 20% benefit allowance.

AVAILABILITY

Availability during normal business hours, 9:00 am to 5:00 pm Monday through Friday, with occasional evening and weekend meetings or events.

APPLICATION INSTRUCTIONS

Qualified candidates are encouraged to submit a cover letter, current resume, or CV, writing sample, and three professional references by email to info@freedomcenterokc.org for consideration. Applications will be accepted until the position is filled, however for priority consideration, please apply by May 31, 2024.