



Oklahoma Arts Institute—Quartz Mountain Development Specialist

Position Location: Oklahoma City, Oklahoma

Job Summary:

The Development Specialist manages multiple development functions with minimal supervision by the Director of Development. Excellent writing, proofreading and organizational skills are a must. As with all positions at OAI, this position will also be called upon to assist with auditions and other program-related tasks.

Essential Functions:

- Send daily acknowledgement letters to donors.
- Maintain donor records, enter gifts, and create reports using the Raiser's Edge donor database.
- Track the status of pledges and send monthly reminders to donors and board members.
- In coordination with the Director of Development and President & CEO, draft and submit grant applications to foundations, corporations and public entities.
- Write and submit final reports to granting organizations following the summer and fall programs.
- Prepare and send annual board commitment packets and assist with other board-related functions.
- Research grants and prospective donors.
- Assist with fundraising projects, solicitation letters, and events, including VIP Day activities during the summer program.
- Other duties as assigned.

Minimum Education/Experience:

Bachelor's degree required. Experience in development preferred, but may consider a talented candidate with exceptional communication and organizational skills. Arts background preferred, but not required. Preference may also be given to alums of OAI's programs.

Minimum Knowledge, Skills & Abilities:

- Proficiency in Microsoft Office, including Word, Excel, and Outlook.
- Experience with Raiser's Edge or similar donor management software preferred, but not required.
- Proficiency with mail merge preferred.
- Exceptional written and verbal communication skills.
- Ability to meet strict deadlines, multi-task, prioritize, take initiative, work autonomously, and manage projects to completion.

- Strong interpersonal skills, professional image.

Physical Demands/Working Conditions:

- Must be able to drive a vehicle to various locations across the state, hold driver's license and maintain personal automobile insurance.
- Must be able to lift and carry up to 30 pounds.

Special Considerations:

Must be able to spend three weeks in June and multiple weekends in the fall at the Quartz Mountain Arts & Conference Center in southwest Oklahoma for Institute programs. Must also be able to travel around Oklahoma over multiple weekends in January through March to help facilitate student auditions for the Summer Arts Institute. Board meetings and other events may also be required.

Office Hours:

9:00 a.m. – 5:00 p.m. Monday through Friday; weekend and evening hours as required.

Salary & Benefits:

Salary: \$30,000-\$36,000. OAI currently pays 100% of employee health, dental and life insurance premiums and makes an annual contribution to employee SEP-IRA retirement accounts. OAI also offers a Flexible Spending Account to facilitate use of pre-tax dollars for medical and child care expenses.

About the Oklahoma Arts Institute:

The Oklahoma Arts Institute is a private nonprofit organization with a vision to cultivate established and emerging artists and educators through arts workshops, immersion, and awareness. Since 1977, the Oklahoma Arts Institute has recruited nationally renowned artists to teach a fine arts program for talented Oklahoma youth and a series of continuing education workshops for adults. Institute programs are held at the Quartz Mountain Arts & Conference Center in southwest Oklahoma.

Send Cover Letter, Résumé, and References by email to Ms. Julie Cohen, President & CEO, at jcohen@oaiquartz.org

Writing samples are helpful, but not required. Preferred writing samples are grants, letters, public relations materials or other relevant communications.

Finalists for the position will be administered a test to assess writing and organizational skills.