OKLAHOMA ARTS INSTITUTE
QUARTZ MOUNTAIN

Oklahoma Arts Institute
Director of Development

Location: Oklahoma City, OK
Salary: $65,000–$75,000, commensurate with experience
Schedule: Full-time, Tuesday–Friday, 9:00 a.m.–5:00 p.m. (four-day work week as the year-round norm). During program periods in June and October at Quartz Mountain State Park (and occasionally at other times) the role requires flexibility for evening, weekend, or Monday work.

About the Role
The Director of Development leads the strategy and execution of OAI's fundraising program, shaping a comprehensive approach to philanthropic growth across individual, foundation, corporate, and government support. In partnership with the President & CEO, the Director establishes fundraising priorities, develops revenue goals and plans, and aligns development efforts with OAI's mission, programs, and long-term financial sustainability.

OAI's fifty-year history, devoted alumni community, and longstanding statewide donor relationships provide a strong foundation for growth. The Director will build on these strengths to broaden OAI's donor base, deepen engagement, and create pathways for new, increased, and sustained giving. This role calls for a strategic thinker and collaborative leader who can translate fundraising goals into measurable results and donor-centric opportunities for support, backed by shared systems, accurate reporting, and consistent follow-through.

Reporting to the President & CEO, the Director supervises the Major Gifts & Community Relations Officer and collaborates with the Advancement & Communications Manager to coordinate individual giving, appeals, donor communications, gift processing, stewardship, and grant preparation. The Director provides direction and accountability across these efforts, ensuring a cohesive development program. The President & CEO maintains key donor relationships and partners actively with the Director on major and principal gift strategy, campaigns, cultivation, solicitation, and stewardship.

Primary Responsibilities
- Develop and execute an annual development plan with revenue goals, funding priorities, timelines, and clear responsibilities across staff and leadership.
- Create a growth pipeline over three years to increase support from existing funders and qualify new local and national funding opportunities.
- Personally cultivate institutional relationships and research, write, submit, and manage foundation, corporate, state, and federal grant applications and reports, ensuring compliance with funder requirements and deadlines throughout the grant cycle.

- Ensure accurate proposals, budgets, grant records, and reporting, coordinating financial and program information with colleagues.
- Supervise and coach the Major Gifts & Community Relations Officer, aligning donor outreach, solicitation goals, cultivation, and stewardship with overall development strategy and coordinating support for solicitations led by the Director and President & CEO.
- Partner proactively with the President & CEO on major and principal gift strategy, anticipating preparation and support needs, developing donor briefings, proposals, and recommended asks, attending donor meetings, and ensuring timely, coordinated follow-up.
- Guide year-end and spring appeals and alumni and parent giving strategy in partnership with the Advancement and Communications Manager.
- Lead fundraising strategy and execution for organizational campaigns, including capital, endowment, anniversary, and special initiatives.
- Oversee and maintain reliable development systems, including prospect tracking, donor records, gift and pledge documentation, and acknowledgment procedures.
- Manage contributed revenue and development expense budgets with Finance; prepare realistic forecasts and development progress reports for the President & CEO and board.
- Coordinate scholarship assignments and endowment stewardship.
- Oversee annual Visitors' Day at Quartz Mountain, contribute to other institutional events, and support board and volunteer fundraising involvement.
- Represent OAI in the community and communicate its artistic and educational impact through compelling cases for support.
- Provide the President & CEO and Board of Directors with timely, accurate information about fundraising progress, funding risks, and decisions requiring attention.

Qualifications

- A minimum of three years of progressively responsible nonprofit fundraising experience; five or more years preferred, with demonstrated responsibility for grant writing and management, fundraising planning, and staff or project leadership.
- Government grant experience is strongly preferred. Experience in arts or education fundraising, campaigns, and planned giving is valued.
- Demonstrated success personally soliciting and securing gifts, strengthening funder relationships, and achieving fundraising goals.
- Substantial hands-on grant writing and management experience, including accurate proposals, budgets, documentation, and reports.

- Experience supervising staff or leading fundraising teams, setting expectations, coaching colleagues, and managing performance.
- Strong writing, relationship-building, analytical, and project management skills.
- Proficiency with fundraising databases, spreadsheets, revenue tracking, and reporting.
- Consistent attention to detail, professional discretion, transparency, and follow-through.
- Bachelor's degree or equivalent professional experience.

Other Requirements

- Travel is required, including up to three weeks in June for the Summer Arts Institute and multiple weekends in October at Quartz Mountain State Park, with occasional other regional travel for Preview Days and events throughout the year.
- Must hold a valid driver's license and be able to lift up to 30 pounds.
- Build relationships with warmth and professionalism across a diverse range of constituents, from students and parents to board members, faculty, donors, and state officials.

Benefits

OAI currently pays 100% of employee health, dental, vision, and life insurance premiums and makes an annual contribution to employee SEP-IRA retirement accounts. OAI also offers Flexible Spending Account (FSA) and Health Savings Account (HSA) options to facilitate the use of pre-tax dollars for eligible expenses.

How to Apply

Please send your résumé and cover letter to oai@oaiquartz.org with the subject line: [Your Name] OAI Director of Development. Applications will be accepted until the position is filled.

Applicants selected for an interview will be contacted directly. Due to limited staff capacity, we are unable to provide individual application status updates.

About the Oklahoma Arts Institute

With its headquarters in Oklahoma City, the Oklahoma Arts Institute is a private, non-profit 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 State Park and Lodge in southwest Oklahoma.

Statement of Non-Discrimination

OAI is committed to maintaining employment, recruitment, hiring, and educational settings that are culturally, racially and ethnically non-discriminatory and all-inclusive. OAI does not

discriminate, or permit discrimination, against any person employed by, applying for, attending or associated with OAI's programs based on the person's race, color, age, religion, political beliefs, national origin, disability, familial status, sex, sexual orientation, gender identity, or gender expression.