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## Development Manager

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The Development Manager is responsible for the organization's grant writing, fundraising and corporate partners program. Outside of the regular workweek, some evenings and weekends are required. **This is a full time, non-exempt position and reports to the Executive Director of Leadership Tulsa.**

### Focused Responsibilities:

#### Grant-Writing

- Keeping and meeting a comprehensive calendar of grant application and report deadlines.
- Working with program and administrative staff to submit high-quality, successful grant applications.
- Communicating with current and prospective funding partners.
- Researching and responding to new grant opportunities.

#### Fundraising

- Reviewing and updating the annual comprehensive fundraising plans.
- Partnering with the Administrative Director on the annual Membership appeal each June.
- Planning and executing the Tulsa Changemakers 918 Campaign.
- Planning and executing an end-of-year appeal or other individual fundraising campaigns.
- Partnering with Administrative Director and programs staff on public and special events.

#### Corporate Partners Program

- Communicating with current and prospective funding partners.
- Ensuring that corporate partners receive and enjoy their allocated benefits.
- Planning and executing corporate partner and donor cultivation events.
- Leading our business-to-business communication and outreach strategy.

### Qualifications

An ideal candidate will be an equity-minded connector of people and resources who will hit ambitious goals that support the work of leadership development in our community.

We're seeking creative problem solvers who excel in relationship-building, are results-oriented and have project management, fundraising and/or community relations experience.

You should have:

- A track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders.
- A demonstrated commitment to meeting a high bar and a history of getting things done in the face of competing priorities.
- Excellent interpersonal, verbal and written communication skills.
- Experience and skill with Microsoft Office software, outlook, social networking media, and comfort level to know or learn database and web-based relationship management software.

Compensation depends on experience and is highly competitive. We offer a generous benefits package and operate in a flexible work environment. Leadership Tulsa is an equal opportunity employer, and we make a particular effort to recruit people of diverse backgrounds to apply for open positions.

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