

## **MANAGER OF ORGANIZATIONAL ADVANCEMENT**

Our Manager of Organizational Advancement ensures the financial health of OK Policy through targeted individual, corporate, organizational, family foundation, and tribal contributions. They ensure the financial growth of OK Policy by identifying new sources of grant funding, working to raise visibility and awareness of the organization and its mission, and leading the coordination of our public events, providing increased access to OK Policy's work. This position reports directly to OK Policy's Deputy Director.

### **Duties/Responsibilities**

- Supervisory responsibilities: Yes; number of direct reports: 1+
- Work with Executive Director and Deputy Director to establish annual fundraising plan, assure overall fundraising plan is effectively integrated across the organization, assist with the development of fundraising materials, coordinate distribution timelines and processes, and ensure fundraising plan goals are met.
- Discover, cultivate, solicit, and steward donors through multifaceted marketing strategies; oversee all aspects of our donor database, including managing donor records, contribution processing, and acknowledgments.
- Oversee the organization's grant cycle and manage the development and collaboration around high-quality grant proposals, including but not limited to: research, writing narratives, coordination with other teams, proofreading, and editing to ensure OK Policy's voice is consistent.
- Develop, plan, and implement organizational events, including but not limited to: identifying NOsponsorship opportunities, coordinating donations, and managing event timelines.
- Contribute positively to our culture, which we like to think blends excellence with heart (and a keen sense of humor helps).
- Other duties as assigned.

### **Skills / Experience**

#### **Essential:**

- Minimum 3-5 years' of progressively responsible experience in institutional development/advancement, with an emphasis on cultivating and soliciting major gifts.
- Demonstrated experience building and sustaining a successful annual fund program.
- Demonstrated analytical skills related to donor research.
- Demonstrated writing skills, specifically geared towards fundraising including proposals, corporate solicitations, case statements, digital campaigns, special event collateral, and donor recognition/thank you letters.
- Strong interpersonal and communication skills including ability to communicate with people of various economic, racial, ethnic, and gender backgrounds.
- Ability to work with highly sensitive, confidential information using good judgment at all times.
- Proven ability to manage multiple projects, set priorities and meet deadlines in a changing environment; demonstrated ability to set and manage priorities under tight deadlines with an outcomes-oriented approach.
- Strong organizational and administrative skills, with a demonstrated track record of establishing effective systems that foster collaboration and improve efficiency; ability to think strategically, analytically and creatively.
- Proficiency with Word, Excel, Google Suite and Salesforce or prior experience managing donor databases.
- Strong commitment to the mission, goals, and values of OK Policy.

#### **Desirable:**

- Experience with communications, marketing, or other relevant experience with outward facing public relations, including but not limited to marketing/fundraising via social media platforms.

- Experience working with computer applications such as: Salesforce, Slack, Salsa, Cognito Forms, MobileCause, Eventbrite, and/or Basecamp.

### Education:

- Bachelor's degree in a related field, or equivalent professional experience.

### Working Conditions

OK Policy's headquarters are located in Tulsa, OK, however, in order to ensure the health and wellbeing of our team, all OK Policy staff are currently working remotely due to the coronavirus pandemic.

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F).
- Ability to work evenings and weekends, if needed, particularly during state legislative session, or to support events.
- The position can be based anywhere within the state of Oklahoma, and is full-time.
- Position may require some travel in and out of state - typically less than 5% of working time.
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed\*.
- Position frequently requires the ability to sit for extended periods of time\*.
- Position continually requires the ability to talk and hear both in person and over the phone\*.
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard\*.

*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible for this position.*

### Compensation

OK Policy values its employees, and as such, offers a competitive total compensation package which includes both cash compensation and benefits. This position is eligible to participate in the following benefits:

- Employer sponsored health plans, including: health, dental, and vision insurance.
- Retirement plan benefits and employer matching up to 5% (first 3% without any match requirement).
- Additional benefits – including health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), short-term disability insurance, and legal assistance.
- Employer-paid long-term disability and life insurance benefits.
- OK Policy recognizes all federal holidays, as well as Election Day and Juneteenth, along with two (2) floating holidays that can be used at the team member's discretion.
- OK Policy provides a generous PTO package, including: vacation leave, sick/personal leave, paid family leave, and more!

**Salary Range:** \$40,000 - \$50,000 Annually (*commensurate with experience*)

*The above is intended to describe the general content of and requirements for the performance of this job and is not a guarantee of employment. This document is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to/from this job at any time. Oklahoma is an "employment-at will" state; therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be "at-will" and may be terminated by you or the employer at any time. The Oklahoma Policy Institute (OK Policy) is an equal opportunity employer, are committed to racial and gender equity, and we make a particular effort to recruit candidates who identify as Black, Indigenous, people of color, and gender non-binary to apply for open positions.*