



JOB OPENING NOTIFICATION

POSITION Major Gifts Officer
ISSUED April 2024
CLOSE Until Filled
LOCATION Oklahoma City or Tulsa

The Oklahoma Educational Television Authority (OETA) announces the opening of the full-time exempt position titled **Major Gifts Officer** in their development department. Friends of OETA seek a Major Gifts Manager to be responsible for raising funds from philanthropic donors to support the organization's mission and operations. The ideal candidate is goal oriented and brings an authentic, donor-centric mindset to the table. The Major Gifts Manager will represent the values, programming, and impact of OETA. The most qualified candidates will be contacted for an interview.

OVERVIEW

The position will report to the Vice President of Development and will work very closely with core team members across the organization. The primary function of the Major Gifts Manager is to identify, qualify, cultivate, solicit, and steward major gift prospects and donors.

KEY RESPONSIBILITIES

- Manage and develop meaningful relationships with a portfolio of 50-75 donors who meet the financial threshold for philanthropic giving at Friends of OETA.
- In coordination with the VP of Development, responsible for developing, building, and implementing a dynamic and comprehensive major gifts program strategy for Friends of OETA.
- Manage Friends of OETA's major donor club, the Producer's Club.
- Identify and qualify new major gift prospects.
- Work with the VP of Development to qualify donors and develop individual moves management plans based on industry standards.
- Maintain a calendar for the Friends of OETA major donor program, including scheduling appointments, coordinating assignments, and managing tasks.
- Plan and execute direct mail solicitations for the major gifts program including monthly major donor renewals and acknowledgements.
- Work with finance department and financial partners on major gift reconciliation.
- Document and record all activities within Friends of OETA's CRM.
- Demonstrate a passion for the importance and power of OETA's mission to provide content and services that inform, inspire, and connect Oklahomans to ideas that enrich our quality of life.
- Be the bridge between OETA's needs and major donors' interests and passions.
- Possess the ability to speak proficiently on varied content and program topics including education, the arts, Oklahoma stories, local journalism, and current affairs.
- Assist with occasional events that pertain to the major giving program.
- Achieve annual fundraising goals and assist with meeting departmental goals.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Philanthropy, Business, Communications, or related field of study.
- At least two - three years of fundraising experience with a proven track record of successfully soliciting and closing philanthropic gifts over \$5,000.
- Excellent interpersonal, communication, and presentation skills.
- Proficiency in donor databases, prospect research and other wealth screening tools to aid in the moves management process.
- Ability to work independently and within a team.
- Ability to meet performance goals.
- Must be willing to travel 20% of the time, across the entire state of Oklahoma.
- Must be detail oriented.
- Familiar with PBS programming.
- Be curious and authentic.

COMPENSATION

\$60,000 - \$70,000 annually. A generous benefit package including health, leave, retirement, and more is included.

HOW TO APPLY

Send cover letter, application, and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email employment@oeta.tv. Applications are available online at OETA. tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.