



Bixby Outreach Center (BOC) – Bixby, OK

BOC is committed to working together to make life better for families in crisis. We provide emergency and basic needs services. Proudly serving: Bixby, Jenks, Glenpool, Kiefer, Liberty, Haskell, and Mounds.

<b>POSITION TITLE:</b> Development Coordinator	<b>DEPARTMENT:</b> Development
<b>REPORTS TO:</b> Executive Director	<b>STATUS:</b> Full Time Exempt
<b>WORKING RELATIONSHIPS:</b> Donors, Corporations, Staff, and Community/Church Associations.	

➤ **POSITION SUMMARY**

The Development Coordinator facilitates the growth and advancement of the company through fundraising of major and annual gifts from individuals, foundations, corporations, and government sources. This position reports directly to the Executive Director and under the supervision of the Board of Directors. The Development Coordinator assists with all aspects of fundraising to support the financial growth of the Bixby Outreach Center. The Development Coordinator is responsible for assisting in managing the BOC’s communications, including member services, marketing, and fundraising initiatives.

➤ **JOB RESPONSIBILITES**

**Development Coordinator:**

- Must be outgoing and communicate effectively across all demographics.
- Oversees the creation and management of fundraising events
- Maintain databases and spreadsheets for Blue Jeans Ball (BOC Annual Fundraiser) as well as help prepare reports and presentations.
- Assists with and executes an annual and long-term fund development plan to meet organizational goals
- Manages the day-to-day development operations, including oversight of donor database, outreach, gift administration and processing, donor recognition, budgeting, and record keeping
- Maintains accurate and complete records and files for assigned fundraising events, programs and activities and routinely reviews the status of each with the Executive Director
- Researches, cultivates and solicits new individual, corporate, and foundation supporters
- Helps grow major donor relationships, partnering with Executive Director and Board of Directors to develop most effective and meaningful relationships with major donors
- Stewards individual, corporate, and foundation supporters at all levels of giving
- Coordinates with the Executive Director in the development and production of collateral materials related to fundraising events, programs and activities
- Helps manage promotion for all fundraising initiatives

**General:**

- Must be willing to work Monday thru Friday to complete job responsibilities. Some evenings and weekends may be necessary
- If needed, open/close the BOC's facilities during public hours
- Be available to drive BOC truck and assist in pick-up for donations from schools, organizations, etc. as directed by Executive Director
- Substitute, as needed, if volunteers cannot be located
- This position will work in an office environment and may work in close quarters with other staff members. The noise level in the work environment varies from quiet to moderate

➤ **EDUCATION, EXPERIENCE AND SKILLS**

- Must have strong communication, organization, and management skills.
- Previous PR and Development experience with proven results
- Knowledge of Microsoft based programs
- Excellent oral and written communication
- Ability to work independently with minimal oversight
- Bachelor's degree preferred

➤ **PHYSICAL REQUIREMENTS**

- Must have vision and auditory abilities to operate equipment and company vehicle.
- Must be able to climb stairs.
- Sitting and standing for long periods of time are not required, but may be expected to complete job responsibilities.
- Must be able to carry or lift 25 pounds.
- The need to bend, stoop or kneel is minimal.
- Must have clean driving record.
- Drug Free / Smoke Free workplace.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.