

Hospice of Green Country
Job Description

Position: Director of Development and Communications

Reports to: Executive Director

FSLA: Exempt

Job Summary: Responsible for analyzing, developing, overseeing and evaluating all development/fundraising programs. Responsible for external communications including newsletter, media relations and advertising.

Required Qualifications:

- Bachelor's degree or equivalent experience
- Five to ten years successful experience in fundraising/grant writing
- Excellent organization and planning skills
- Strong written and verbal communication abilities a must
- Knowledge of and experience in fundraising methodologies
- Ability to exercise independent judgment in developing proposals, programs and collaterals to meet the needs of the customers
- Ability to develop and implement strategic and budgetary planning
- Valid Oklahoma Driver's License and automobile insurance verification
- Must be accepting of all lifestyles, cultures and spiritual beliefs

Key Responsibilities/Essential Functions:

- Develop, manage and evaluate all phases of fundraising program including annual giving, direct mail, grant writing, capital and planned giving
- Maintain accurate financial and donor records
- Provide accurate written and oral reports as requested
- Provide advice, support and technical experience to Board and Fund Development Committee
- Participate in annual budget process as it relates to development and communications
- Responsible for the planning, implementation and PR for special events.
- Performs related responsibilities as required or assigned and within the scope of demonstrated competencies.

Interested parties should apply by submitting their resume to tmoore@hospiceofgreencountry.org or 918-747-2573.