

Director of Community Engagement

Organization:	Oklahoma Children's Theatre, Inc
Date Posted:	1/6/2025
Date Needed:	2/1/2025
City:	Oklahoma City
Location:	Oklahoma
Primary Category:	Development
Type of Position:	Full-Time Permanent / Salaried
Education Preferred:	Bachelor's Degree

Description & Details

Oklahoma Children's Theatre creates transformative theatre and arts experiences for young audiences across the state, fostering creativity, education, and positive child development through live productions, camps, classes, and special events.

About the Role:

OCT seeks an experienced **nonprofit development professional** to serve as Director of Community Engagement. This position will lead fundraising and development efforts, with a focus on diversifying funding streams and building community relationships. Responsibilities include managing donor databases, cultivating donors, and implementing strategic campaigns.

About You:

We're looking for a self-starter with proven experience in nonprofit fundraising, excellent communication skills, and a passion for advancing OCT's mission. If you're dynamic, motivated, and eager to make a meaningful impact, we'd love to hear from you.

This key leadership role reports to the Executive Director and offers the opportunity to shape OCT's future while connecting children with the arts.

Responsibilities

- **Create and implement development strategies**
- **Enhance relationships with existing funders**
- **Find new financial resources through research of local, state, and federal grant opportunities; oversee the grant-writing process; plan and manage events related to fundraising; and identify new funding streams to create long term sustainability**
- **Make presentations to community members on behalf of OCT**

- **Secure financial support from individuals, foundations, corporations, and grants**
- **Manage grant applications and reporting deadlines**
- **Maintain donor database and data integrity**
- **Attend events and other functions on behalf of OCT**
- **Manage and develop direct appeals.**
- **Assist in Bulk Mailings**
- **Coordination of Events, including Fairytale Ball**
- **Perform other duties and assume other responsibilities as assigned by Supervisor**

Required Skills

- Confident with speaking and presentations
- Proficient in Microsoft Office 365 Suite
- Proficient in Google Workspace
- Background and understanding of central Oklahoma development landscape
- Experience working in non-profit development
- Strong attention to detail
- Highly organized
- Strong communication skills
- Ability to manage your own time and prioritize projects
- Positive attitude
- A passion for the performing arts, arts education, and/or community engagement through the arts is essential.

Benefits & Salary

- \$50,000 - \$60,000/year salaried
- Health insurance available (employer pays for 100% of employee's premium)
- Retirement plan with 3% employer match
- Dental insurance (fully paid by employer)
- Cash in lieu of benefits program
- Annual holidays off
- Hours: M-F 8:30am-5pm (1-hour lunch)
- Flex scheduling available
- Generous annual PTO benefits

Applications will be accepted through January 27, 2025. Please submit a one-page letter of interest/cover letter and a resume to: austin@okct.org. Place "Director of Community Engagement" in the subject line.

Candidates will undergo an extensive background check.