



Position: Director of Development and Communications

Reports To: CEO

Location: Oklahoma City, OK

Status: Full-time, Exempt

About Thrive

Vision: A culture in which opportunities for youth to pursue education, careers and well-being are not limited by teen pregnancy.

Mission: We are building a movement to improve sexual health outcomes for youth.

We do this by:

- Acting as the facilitator of the Collaboration with a common agenda focused on reducing Oklahoma County's teen birth rate by an additional 25% by 2025.
- Convening, supporting, and connecting our partner network of content and context experts to have the biggest impact.
- Engaging and mobilizing the community around our cause and the work of the Collaboration.
- Evaluating and sharing data for the purposes of strategic learning and the more effective collective impact.
- Advocating for youth to have access to resources, services and medically accurate information about sexual health.

About the Position:

We are looking for an individual of exemplary character who is committed to upholding and advancing Thrive's mission to serve as our Director of Development and Communications. This person will implement and manage a strategic and collaborative approach to fundraising and communications, which includes donor relations, annual fund development, corporate donations, grant solicitation publications, social media, media relations, and community relations. The most successful candidate will be adept at communicating the Collaboration's impact to a wide variety of audiences while also being highly efficient in relationship building and managing a robust development and communications program.

Due to the current conditions surrounding the COVID-19 pandemic in Oklahoma County, this position will be expected to work virtually. Regular working hours are 8:30 am to 5:00 pm Monday through Friday, but this position may require occasional evening and weekend work. When and if Oklahoma County's community spread rates lessen, Thrive leadership will implement a Return to Work safety plan, which may include returning to a physical office space in Oklahoma City, OK. This position requires a candidate who is comfortable working in virtual spaces, utilizing a multitude of communication platforms, and working independently while still meeting project deliverables.

Specific duties include, but are not limited to:

Donor Relations + Fundraising

- Lead organization's fundraising efforts by managing and implementing a strategic fundraising program.
- Launch donor acquisition strategies that invite new investment and donor engagement to the organization;
- Conduct prospect research and maintain annual portfolio of 25+ individual donors for major gift cultivation;
- Maintain and enhance Annual Fund activities, to include regular performance analysis; resource allocation; budget management; volunteer recruitment and management; donor cultivation, solicitation, and stewardship; and strategy execution;
- Establish and maintain strong relationships with corporate leaders and private foundation representatives;
- Maintain and grow annual grants calendar, respond to foundation requests, and steward foundation relationships;
- Leverage board and CEO strengths and relationships in the development process, providing adequate preparation, training, and other support as requested;
- Serve as a key spokesperson for the organization, ready to "pitch" Thrive's mission and engagement opportunities at networking events throughout the greater Oklahoma City area;
- Provide gift administration services to donors, entering and processing gifts in a timely and accurate manner;
- Maintain stewardship program activities, collaborating with staff, board members, and other volunteers to authentically and creatively thank donors for their gifts to the organization;

- Oversee the development of all fundraising deliverables, to include print pieces, fundraising copy, website and social media support, stewardship reports, and more.

Communications and Marketing

- Establish and lead a multi-platform communications strategy while ensuring brand integrity is maintained across the organization;
- Collaborate with Thrive staff and collaboration partners to effectively communicate messages for the organization and the collaboration;
- Work in partnership with a third-party web manager to build and maintain Thrive’s website;
- Develop and implement a system to update website content, keeping it accurate and relevant;
- Manage the creation of digital, video, audio and print content (i.e., monthly newsletter, Annual Report, brochures, testimonial videos) that is targeted to several key publics: collaboration members, parents (and caregivers), funders/donors, policymakers, and youth);
- Track engagement across various platforms and make data-driven decisions;
- Create and manage budget(s) and deliverables for communications across multiple grants and funding sources;
- Navigate multi-level, bipartisan, unprecedented pathways to secure public support and political will for teen pregnancy prevention;
- Update and manage email lists using eTapestry and MailChimp;
- Manage special events including budget, timeline, marketing and logistics; and
- Design and produce all printed materials and graphics, either in house in close partnership with external consultants.

Qualifications

The Director of Development and Communications must be committed to the mission of the Thrive, its core values, and the Collaboration’s key strategies and guiding principles as outlined in [Momentum Matters](#).

Knowledge, Skills and Abilities:

- Knowledge of technology within a communications and fundraising environment (i.e. eTapestry, social media, Google analytics, MailChimp, cell phone, texting, etc.)
- Understanding of and experience with copywriting, graphic design, layout, and publishing
- Working knowledge of content management systems and/or HTML coding, and digital graphics production
- Impeccable written and oral communications skills
- Able to juggle multiple projects and excel under pressure
- Familiarity with Adobe Creative Cloud (Photoshop, InDesign, Premiere Pro)
- Proficiency with Microsoft Office (Excel, PowerPoint, Word)
- Established media relations a plus
- Working with a team to coordinate strategies and activities related to communications and fundraising
- Experience or understanding of managing communications and fundraising plans in a virtual environment
- Ability to make data-driven decisions after gathering input from multiple stakeholders and tracking progress

Education, Experience, Requirements:

- Bachelor’s degree in Public Relations, Communications, Marketing, Nonprofit Management or a related field.
- 5-plus years of experience in successful non-profit communications and fundraising.
- Willingness to work flexible hours, including occasional evenings and weekends.

Thrive is committed to:

- Providing equal employment opportunity to those qualified.
- Recruiting and hiring people in all job classifications without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity and gender expression, genetic information, marital status, amnesty, status as a covered veteran, or any other characteristic protected by law.

Salary Range: \$60,000-65,000

To apply for this position, please send your resume, cover letter, and three samples of your work (i.e., press release, designed brochure, grant application, fundraising appeal, handle of social media account you manage, etc.) to contact@wethepeople-consulting.com.