



# OKLAHOMA CITY COMMUNITY FOUNDATION

## OPEN POSITION

### Join OCCF:

The Oklahoma City Community Foundation (OCCF) brings people together to invest in our community and those who live here. Founded in 1969 and one of the 20 largest community foundations in the country, OCCF partners with donors and nonprofits to impact our community's most pressing needs and ensure support well into the future. As a growing organization, we are expanding our services and efforts to transform lives across Central Oklahoma and beyond. We offer competitive salary, generous benefits, including a 403(b)-retirement plan, paid leave, and we are building an energized, values driven culture. We welcome talented, committed, caring individuals to join our team in connecting donors, programs and initiative to advance our mission to serve Central Oklahoma

### Position:

Oklahoma City Community Foundation is seeking a detailed-oriented Database and Gift coordinator to join our team. The Database and Gifts Coordinator supports development activities, receipt of contributions, and database management and integrity.

### Principal Duties and Responsibilities:

- Primary processor of donor gifts – maintaining an accurate manual for such processes.
- Responsible for accurate data input into the database.
- Avidly supports data integrity, developing processes to ensure databases remain current, consistent, and useful.
- Receive all changes to donor information and ensure changes are made as appropriate.
- Perform weekly donor-advised fund grant audit.
- Conduct monthly new fund audits to ensure funds are set up appropriately for development functions.
- Provide general donor services and administrative support.
- Complete grant entry when entry personnel is absent or additional support is needed.

### Qualifications & Skills:

- Bachelor's degree or equivalent preferred.
- Excellent computer skills and proficiency in Microsoft Office Suite.
- Demonstrated adeptness with the technology of today's office environment.
- Strong working knowledge of Donor Database Management programs.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent organizational skills and attention to detail.
- Ability to problem solve and multitask.
- Prior experience in nonprofit administration, bookkeeping, billing, and similar positions is required.
- Demonstrated predisposition to the principles of good customer service, both internally and externally.
- Exemplify exceptional communication and interpersonal skills.
- Ethical standards above reproach.
- Positive approach to team-based work and commitment to organization objectives.

To apply, please send a cover letter, resume, and three references with the job title in the subject line to [resume@occf.org](mailto:resume@occf.org).

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*Oklahoma City Community Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*