



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:

The Donor Services Manager is part of the Philanthropic Services team and is responsible for managing relationships, providing excellent customer service, and assisting donors in fulfilling their charitable intentions.

The Manager assists with other Donor Services functions, including events, stewardship, communications, scholarship, and affiliated funds.

Principal Duties and Responsibilities:

- Develop meaningful, trusted relationships with current donors to support their giving interests.
- Respond to donor inquiries and introduce donors to opportunities that align with their charitable goals.
- Support donors through grant research and educational information and by facilitating nonprofit meetings and site visits that ensure awareness and inform decision-making.
- Assist donors with grant requests and conducting due diligence on grantees.
- Ensure donor records, including profiles and fund agreements, are up-to-date and accurate.
- Work closely with the Community Programs team to connect interested donors with community needs.
- Conduct annual reviews with donors so they are informed and connected to their community impact.
- Coordinate donor stewardship events and other activities that result in high retention and ongoing donor engagement.
- Support Scholarship stewardship activities.
- Work closely with Communications to ensure all messaging, videos, and publications are accurate and compelling in communicating the Foundation's impact.
- Assist in the organization and distribution of donor statements and financials.

Qualifications & Skills:

- At least five (5) years of experience working closely with donors and providing excellent customer service to achieve charitable goals.
- A thorough understanding of community needs and nonprofit knowledge.
- Committed team player with a positive outlook who enjoys identifying opportunities to improve and grow.
- Ability to successfully execute multiple, simultaneous projects on time with quality results.
- Good listener and communicator, passionate about the charitable goals and objectives of the Foundation.
- Ability to anticipate the needs and preferences of management, open to feedback.
- Ability to maintain confidentiality, exercise good judgment, make decisions, and maintain professionalism within a fast-paced environment.
- Intellectual curiosity and ability to learn quickly, ask thoughtful questions, and synthesize information.
- Emotional intelligence to build relationships with diverse communities.
- Requires a proactive individual, welcoming of change, who can thrive in a dynamic environment.
- Working knowledge of Microsoft Office and experience utilizing various technologies build efficiency and accomplish objectives.
- Experience working with database management systems, preferred.



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- A commitment to the mission and values of the Foundation.
- Bachelor's degree or five years of equivalent experience.

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

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.