

NOTICE OF VACANCY

POSITION TITLE: Director of Development

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**SALARY:** \$80,000.00 - negotiable based on experience

**REPORTS TO:** Vice President of External Affairs

**BENEFITS:** Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

**POSITION DETAILS:** Full-time; FLSA Exempt

**HOURS:** Monday-Friday; 8:00AM to 5:00PM

**START DATE:** Negotiable

**SUPERVISORY DUTIES:** N/A

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team teaching and will extend throughout the undergraduate experience. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

### POSITION SUMMARY:

The Director of Development at the University of Science and Arts of Oklahoma Foundation serves as a key leader in advancing the university’s fundraising and donor engagement efforts. This role is responsible for building and sustaining meaningful relationships with donors to increase retention, lifetime giving, and overall philanthropic support. The Director leads the development and execution of annual giving campaigns, recurring donation programs, and strategic fundraising initiatives that align with the university’s goals. Through targeted outreach, personalized stewardship, and cultivation of new donor segments, including younger alumni and emerging supporters, the Director fosters a culture of giving across the university community. This position plays a vital role in growing the university’s donor base, enhancing donor satisfaction, and securing resources to support institutional priorities.

### RESPONSIBILITIES:

- Build and maintain relationships with current donors, increasing donor retention

and lifetime giving; demonstrate more follow through on fulfillment and stewardship.

- Develop and implement targeted annual giving campaigns to encourage donations from a broader base of supporters, including alumni, parents, and friends of the university.
- Establish and grow recurring donation programs, such as the 1908 Society, providing a steady and predictable stream of discretionary money.
- Identify and engage potential new donors, expanding the university's donor base and cultivating long-term relationships, which is critical for donor retention.
- Enhance donor engagement through personalized communication and regular attention to donors to foster stronger relationships, increase donor loyalty, and provide more evidence of donor impact.
- Ensure consistent follow-up, individualized donor reports, and appreciation efforts to improve donor retention and satisfaction.
- Greater focus on engaging younger alumni and other emerging donor groups, laying the groundwork for future major gifts.
- Plan, execute, and manage large-scale fundraising campaigns that align with university-wide strategic goals.
- Build a culture of giving and community engagement within the university community, encouraging participation and support from a wide range of constituents.

## **QUALIFICATIONS, EDUCATION & EXPERIENCE:**

### **Required:**

- Bachelor's Degree
- 5 or more years of experience in fundraising, development or a related field

### **Preferred:**

- Prior experience in a university or non-profit environment

## **SKILLS & ABILITIES:**

- Demonstrated successful experience in prospect identification, relationship building, solicitation, and stewardship.
- Leadership development and/or philanthropy experience in a non-profit, education, or public service environment.
- Technologically savvy and knowledgeable including, but not limited to, Microsoft Office Suite, Raiser's Edge, Blackbaud.

- Ability to assess organization's strengths, gaps and efficiencies, balancing health of organization with programmatic needs and functions.
- Strong interpersonal and relationship-building skills.
- Ability to listen to others and communicate honestly, responsibly and professionally; verbally, written and electronically.
- Attention to detail and extraordinary responsiveness.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ) or come in person to pick up a paper application: Troutt Hall Rm 306 1727 W Alabama St Chickasha, OK 73018.

Upon completing the online USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to [hr@usao.edu](mailto:hr@usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.