

Director of Foundation Fundraising and Development

Position Description:

Lupus Foundation of Oklahoma, Inc. (“LFO”)

Director of Fundraising and Development (“Director of Fundraising”)

Organization:

Founded in 1975, The Lupus Foundation of Oklahoma, Inc. is Oklahoma’s only nonprofit health organization dedicated to finding the causes of and cure for Lupus and providing support and services to all people affected by Lupus through advocacy, awareness, education, outreach, referral, support, research and treatment.

Position:

Reporting to and in partnership with the President/CEO, the Director of Fundraising will spearhead development efforts as LFO continues to grow.

Responsibilities:

- Develop and execute LFO’s annual fundraising plan.
- Secure financial support from individuals, foundations and corporations.
- Manage and oversee staff responsible for data entry and gift processing.
- Develop and maintain ongoing relationships with major donors.
- Creating and executing a strategy for a large sustained base of annual individual donors.
- Overseeing organization of special events.
- Developing and tracking proposals and reports for all foundation and corporate fundraising.
- and any and all duties assigned by the President/CEO

Qualifications:

- Bachelor’s degree and/or equivalent of at least 5 years’ experience as a fundraiser
- Two (2) or more years of experience in development
- Demonstrated excellence in organizational, managerial and communication skills

Please send cover letter and resume along with three references to:

Lupus Foundation of Oklahoma, Inc.

ATTN: Mannix Barnes

3017 North Stiles Avenue, Suite 203

Oklahoma City, OK 73105

Or by Email at oklupus@oklupus.org

Deadline to apply is March 27, 2018

For more information, please visit www.oklupus.org or call our office at (405) 225-7510