

**Tulsa Historical Society and Museum (THSM)**  
**Development Director**  
**Job Posting January 2023**

**Applications Due – FEBRUARY 10, 2023**

Development Director: Reporting to the Executive Director.

The Director of Development will be responsible for directing and planning, implementation, and administration of fund development programs.

Responsibilities Include:

- Work with the board of directors of the THSM and the Executive Director to establish funding priorities and strategies for achieving desired goals.
- Design and implement a coordinated development program which may include:
  - Individual and major donor development
  - Private corporate foundation solicitation
  - Annual giving, grants, underwriting, and special events
  - Grants and major gifts for capital, exhibition, and special projects
  - Planned giving and major gifts for endowment
- Management of full-scale grant program from foundations, corporations, and government (federal and state) sources.
- Refine the membership program to improve cultivation of new prospects, retention of members, and conversion to higher levels of support.
- Expand major donor base through ongoing cultivation and solicitation of donors.
- Enhance the corporate support program.
- Oversee day-to-day administrative tasks related to development.
- Assist the Executive Director and Board in all aspects of the development program.
- Work with other staff members to produce social media and hard copy materials.
- Other duties as assigned by Executive Director.

Qualifications:

- Bachelor's degree.
- Five years minimum of fund development experience.
- Significant experience and quantitative success in major gift fundraising.
- Broad knowledge of fundraising ethics, principles, practices and techniques.
- Knowledgeable of Tulsa's philanthropic community.
- Exceptional oral and written communication skills and interpersonal competency.
- Skill in establishing and maintaining effective and cooperative work relationships with potential funding sources and with the THSM board of directors.
- Fundraising certification preferred.
- Knowledge of fundraising software.

Salary Range: \$65,000 - \$80,000

To apply for this position, please submit your resume to Tulsa Historical Society & Museum, 2445 S. Peoria, Tulsa, OK 74114 or by email to [mplace@tulsahistory.org](mailto:mplace@tulsahistory.org). For more information about the Tulsa Historical Society and Museum, visit [www.tulsahistory.org](http://www.tulsahistory.org). **No phone calls, please.**