

Development Director Job Description



Position Summary: Sisu Youth Services offers shelter, support, and housing for youth experiencing homelessness. The Development Director leads Sisu Youth Services' fundraising and resource development efforts, advancing the organization's mission through grants, individual and corporate giving, and a major capital campaign. The position supervises development staff, serves as a strategic partner to executive leadership and the Board of Directors, and represents Sisu across Oklahoma's philanthropic community.

The Development Director is an exempt employee and reports to Sisu's Executive Director.

Essential Functions:

- Hire, lead, coach, train, schedule, and mentor development program staff to help each employee reach their full potential; directly supervises the Development Coordinator and Volunteer Coordinator.
- Create stewardship plans and nurture new and existing relationships with collaborative partners, granting organizations, corporate sponsors, and individual donors; identify, cultivate, and steward prospective donors.
- Set a grant-seeking agenda designed to meet the organization's strategic goals, in consultation with Sisu leadership and program staff.
- Co-lead the drafting, editing, and review of government grant applications, which fall outside the contracted grant writing team's scope of work.
- Own and maintain relationships with program officers and primary contacts at foundation, corporate, and government funders.
- Serve as the lead staff liaison to the capital campaign to renovate and build Sisu's new primary facilities.
- Represent Sisu across the philanthropic community and maintain an active, visible presence in the sector.

Additional Responsibilities

- Leadership and Management: Participate in strategic planning, budget development and management, and ongoing development of organizational policies and procedures
- Fundraising and Stewardship: Lead donor research, cultivation, stewardship, communications, fundraising campaigns, donor database management, and all development-related activities and events.
- Grants Management: Identify funding opportunities and oversee the full grant lifecycle, including proposal development, budgeting, reporting, compliance, evaluation, and funder relationship management. Manage all aspects of the relationship with our grant writing contractor.
- Capital Campaign: Serve as lead fundraiser for the capital campaign and the convener of the campaign committee - includes supporting committee engagement,

coordinating/facilitating meetings, and updating collateral. Manage all aspects of the relationship with our capital campaign consultants.

- Board and Committee Engagement: Prepare and present development reports, serve as staff liaison and advisor to Board committees, and strengthen board participation in fundraising and donor engagement through education and coaching.
- Community Engagement and Professional Networking: Represent Sisu within the philanthropic community, cultivate relationships with funders and partners, and maintain active engagement with relevant professional associations and networks.

Position Qualifications

Education/Experience:

- 5+ years of experience within non-profit fundraising, strategic partnerships, communications, or outreach.
- Experience with youth, LGBTQ+, mental health, social services, or program administration preferred.
- CFRE and other certifications preferred.

Knowledge/Skills/Abilities:

- Excellent command of English grammar and usage, both written and verbal, with outstanding presentation skills.
- Highly organized, detail-oriented, and self-motivated, with the ability to work independently and to prioritize and manage multiple projects in a deadline-driven environment.
- Experience supervising employees in a remote or hybrid setting.
- Skilled at networking and building connections that benefit the organization.
- Strong experience compiling data and preparing reports.
- Proficiency with Microsoft Office, Google Workspace, Adobe, and other common business applications.
- Strong working knowledge of donor management software or a comparable advanced CRM. Sisu currently uses EveryAction.
- Working knowledge of marketing and communications best practices, including social media, email, and other mass communication platforms.
- Ability to work collaboratively in a team environment and to build effective partnerships.
- Flexibility and willingness to adapt in an ever-growing and changing environment.
- Friendly, enthusiastic, and positive attitude.

Requirements:

- Must be able to bend, stoop, and lift items over 25 pounds
- Ability to sit or stand for long periods of time
- Ability to use telephone, PC, copy machine, printer, and other office equipment
- Licensed with no major moving violations and reliable transportation. Local travel will be required

Job Location: Hybrid- 75% remote, 25% in office or at program locations (Oklahoma City, OK)

Position Type: Full-Time Exempt (40 hours/week)

Scheduled Hours: Monday - Friday, general business hours; must have evening/weekend availability on occasion

Position Salary Range: \$60,000 - \$75,000

Benefits:

Medical: Blue Cross Blue Shield Advantage 70% employer-paid (3 plan options)

Dental: Delta Dental 100% employer-paid at individual tier

Vision: VSP 100% employer-paid at the individual tier

Life and AD&D: Agility with The Standard Employer paid at \$25,000

Employee Assistance Program: 100% employer-paid

Supplemental Insurance (optional): Aflac Accident, Short-Term Disability and Critical Illness policies 100% employee-paid

Long-Term Disability: The Standard 100% employer-paid

Annual Paid Time Off: Vacation & Holidays - 6 weeks accrued, **Health & Wellness Leave** - 9 days accrued

Sisu receives federal, state, and local funding for program operations. All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. Part 200.430(i)(1)) In addition, employees who are paid from state and local funds but whose salaries are used for cost-sharing or matching must also keep time and effort documentation. (§ 200.430(i)(4)) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

Sisu Youth Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fairness and equity in all our employment practices without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws. Sisu is a second-chance employer. People with criminal records are encouraged to apply.

Employee Signature: _____ Date: _____

Hiring Manager Signature: _____ Date: _____

HR Signature: _____ Date: _____