



Development Manager

Ronald McDonald House Charities® Oklahoma City keeps families close by providing a home away from home and supportive community for families of seriously ill or injured children seeking treatment in area hospitals.

The Development Manager is responsible for supporting Development Department plans and programs to meet/exceed annual budgeted goals for Ronald McDonald House Charities Oklahoma City, with primary responsibility for special event and database management. The candidate must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

The Development Manager should provide outstanding customer service, be an enthusiastic and creative professional, and be able to build relationships with internal and external constituencies, all while promoting a positive image for the Charity.

Duties and Responsibilities:

Event Planning and Production for RMHC-OKC Hosted Events

- Create, coordinate and monitor event timelines.
- Assist with preparing event budgets and manage event finances including check requests, invoicing and reporting.
- Plan and oversee all event logistics including registration, gathering and preparing necessary materials, serving as liaison to vendors on event related matters, managing on-site event production and clean-up as necessary.
- Coordinate design, manage and update event related websites and collateral.
- Assist with forming and managing event committees.
- Assist with soliciting sponsorships, ticket sales and fundraising teams.
- Solicit, process and stage donations of goods and services for special events.

- Arrange venue, food and beverage, entertainment, supplies, audio/visual equipment and services, travel, signage and collateral, and décor (florals, linens, color schemes, etc.) to meet the quality expectations of the charity.
- Review event agreements and submit for approval.
- Close out all events as required.
- Recruit, train and supervise event volunteers.

Third Party Event Administration

- Screen, manage and participate in third party events benefiting RMHC-OKC.
- Develop new opportunities for third party events to benefit RMHC-OKC.

Database Management

- Process donations and prepare acknowledgement letters and other correspondence.
- Update, correct and maintain database records.
- Create, run and review reports.
- Assist with coordination of direct mail campaigns.

Other Responsibilities

- Interact with donors via phone and written communication as needed.
- Assist with public relations, offer tours, and participate in community speaking engagements to provide awareness about the charity and to solicit donations.
- Work collaboratively with the Marketing/Communications staff to provide information for publication and promotion.
- Learn aspects of other staff positions to provide assistance as needed.
- Participate in program activities to serve clients of the charity.
- Perform other related duties as assigned to support and further the mission of RMHC-OKC.

Job Qualifications

- Ability to manage multiple projects and work assignments. Excellent interpersonal skills both in person and by phone, with high professionalism.
- Excellent communication skills, including writing, proof reading skills, and speaking.
- Ability to speak to groups about the mission of RMHC-OKC, represent the Charity at fund raising events, and give facility tours, as needed.
- Ability to accomplish projects with little supervision.
- Fantastic client/patron service ethic and high expectations for quality.
- Bachelor's degree preferred; significant work experience can substitute for the degree.

- At least 3 years of experience with office administrative management, preferably in a nonprofit development office.
- At least 2 years of experience coordinating special events.
- Must be passionate about the mission of Ronald McDonald House Charities.
- Able to accept direction and provide leadership. Candidate will be conscientious and highly sensitive to and supportive of the needs of RMHC families.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, and Publisher. Familiarity with donor databases preferred.

Employment Status

- The Development Manager position is a full-time exempt (salaried) position.
- Hours are 8:00 am to 5:00 pm Monday-Friday
Hours must be flexible to accommodate development plan needs and scheduled events; may include some evenings and weekends.
- Reports to the Director of Development

The job description is for informational purposes only. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.

Interested candidates should submit their resume to careers@rmhc-okc.org. Please include Development Manager in the subject line.