

## DEVELOPMENT DIRECTOR

Canterbury Voices | Oklahoma City, OK

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### POSITION OVERVIEW

**Compensation:** \$50,000 annually, based on experience

**Position Type:** Full-time, Exempt

**Reports To:** Executive Director

**Application Deadline:** Friday, March 6 by 5:00PM

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### ABOUT CANTERBURY VOICES

Canterbury Voices is Oklahoma's largest volunteer adult chorus, bringing together 140 passionate singers who perform three major concerts annually at the Civic Center Music Hall. For more than 57 years, we have enriched our community through exceptional choral performances and music education.

Our Canterbury Youth Voices (CYV) program serves students in grades 2-12, providing outstanding choral music education and performance opportunities. Together, our programs reach hundreds of participants and thousands of audience members each year.

**Organizational Budget:** \$700,000+ (70% contributed support, 30% earned income)

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### ABOUT THE ROLE

We seek an experienced and motivated Development Director to lead all fundraising initiatives for our nonprofit organization. This position offers the opportunity to own and shape a complete development program, working collaboratively with a dedicated four-person team, engaged Board of Directors, and passionate volunteers.

You will create and execute comprehensive fundraising strategies that include individual giving, corporate partnerships, foundation grants, and government funding. This role is ideal for a development professional ready to advance their career and make a measurable impact in the arts and culture sector. Canterbury has been recognized for our social media presence in our community, and this provides momentum for fundraising opportunities.

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### PRIMARY RESPONSIBILITIES

#### Fundraising Strategy & Execution

- Develop and implement annual development plans with clear goals, strategies, and timelines

- Identify, research, cultivate, and solicit prospects across all donor levels (individual, corporate, foundation)
- Manage the complete grant lifecycle: research, writing, submission, administration, compliance, and reporting
- Maintain and strengthen relationships with Allied Arts, Oklahoma Arts Council, local foundations, and pursue National Endowment for the Arts opportunities
- Track industry trends and best practices to continuously improve fundraising effectiveness

### **Donor Relations & Stewardship**

- Oversee all donor database management in Salesforce Nonprofit Success Pack, ensuring data accuracy and integrity – opportunity to change database platform
- Process gift entries and generate timely, personalized acknowledgment letters
- Ensure proper donor and sponsor recognition across all channels: programs, website, social media, print materials, and advertisements
- Develop and implement donor stewardship plans to increase retention and upgrade giving levels
- Coordinate meaningful donor engagement opportunities throughout the year
- Represent Canterbury Voices professionally at community events and networking opportunities

### **Financial Management & Reporting**

- Prepare and manage the annual development budget, monitoring expenses and revenue
- Generate regular fundraising reports and dashboards for Executive Director and Board review
- Analyze fundraising metrics to assess progress and inform strategic decisions
- Maintain accurate records for audit and compliance purposes

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## **QUALIFICATIONS**

### **Required**

- **Experience:** Minimum 3 years of progressive development experience with demonstrated success in meeting or exceeding fundraising goals

- **Grant Writing:** Proven track record of writing successful grant proposals and managing grant reporting
- **Database Management:** Proficiency with CRM/fundraising databases (Salesforce, Raiser's Edge or similar platforms)
- **Technical Skills:** Advanced proficiency in Microsoft Office Suite or Google Workspace (particularly Word, Excel, and presentation software)
- **Communication:** Exceptional written and verbal communication skills with ability to craft compelling narratives
- **Organization:** Strong project management abilities with meticulous attention to detail and consistent follow-through
- **Financial Acumen:** Experience preparing budgets, tracking expenses, and creating financial reports

### Preferred

Bachelor's degree in communications, business, arts administration, nonprofit management, or related field

Experience with Salesforce Nonprofit Success Pack or other CRM equivalent

Graphic design skills (Adobe Creative Suite, Canva, or similar tools)

Background in arts and culture fundraising

Knowledge of Oklahoma's philanthropic landscape and funding sources

Familiarity with digital fundraising tools and email marketing platforms

### Core Competencies

- **Strategic Thinker:** Ability to develop long-term plans while managing day-to-day priorities
- **Relationship Builder:** Natural connector who builds authentic relationships with diverse stakeholders
- **Collaborative Team Player:** Works effectively with colleagues while also thriving independently
- **Adaptable:** Embraces change and remains flexible in a dynamic nonprofit environment
- **Results-Oriented:** Entrepreneurial mindset with focus on measurable outcomes
- **Mission-Driven:** Genuine passion for the arts and belief in the power of cultural organizations to strengthen communities

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## WORK SCHEDULE & EXPECTATIONS

This full-time, exempt position requires flexibility for evening and weekend commitments, including performances, donor events, and board meetings (approximately 7 events per year).

Downtown Oklahoma City office with occasional remote flexibility

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## WHAT WE OFFER

- Competitive salary commensurate with experience
  - Healthcare reimbursement package
  - Generous paid time off and holiday schedule
  - Professional development opportunities
  - Complimentary tickets to all Canterbury Voices performances
  - Collaborative, mission-driven work environment with a passionate team
  - Opportunity to make significant impact in Oklahoma's arts community
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## WHY JOIN CANTERBURY VOICES?

**Growth Opportunity:** Ideal role for an experienced development professional ready to advance their career

**Meaningful Work:** Directly support arts education for youth and exceptional performances that enrich our community

**Collaborative Culture:** Work alongside a dedicated small team where every voice matters

**Established Organization:** Build upon 57+ years of community trust and strong donor relationships

**Exciting Potential:** Help shape the future of a respected cultural institution

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## OUR COMMITMENT

Canterbury Voices is an equal opportunity employer. We believe that diverse perspectives strengthen our work and better serve our community. We strongly encourage applications from candidates of all backgrounds and lived experiences.

All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, disability status, or age.

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## **HOW TO APPLY**

Please submit the following materials as a single PDF to: **pam@canterburyokc.com**

**Subject Line:** DEVELOPMENT

### **Required Materials:**

1. Cover letter (1-2 pages) describing your interest in this position and relevant experience
2. Current résumé
3. One writing sample (grant proposal, appeal letter, case for support, or similar fundraising material)

**Application Deadline:** Friday, March 6, 2026 by 5:00PM

References will be requested from finalists. Please do not include references with initial application.

*Canterbury Voices | 424 Colcord Dr., Ste D, Oklahoma City, OK 73102 | (405) 232-7464*