



WWW.NONDOC.COM

DEVELOPMENT DIRECTOR

NonDoc's development director will help take Oklahoma's "Best Website" for news and commentary to the next level in terms of funding and sustained growth. The position's focus will be on fundraising from donors, sponsors and grant-making organizations. Strong writing and accounting skills are required, as is the ability to work well with a variety of people and build and sustain relationships with donors. A working knowledge of QuickBooks, PayCom, Microsoft Excel, Donor Perfect and other related software is preferred. Interest in journalism and civic issues is a plus, and applicants should have (or should quickly develop) a familiarity with NonDoc's work. The primary goal of the development director will be to raise funds to ensure the implementation and sustainability of NonDoc's strategic plan for future years.

Position: Development Director

Salary: Based on experience. Email info@nondoc.com for a salary range.

Benefits: Monthly health insurance stipend; travel reimbursement; flexibility.

Job duties: Fundraising, donor relations, grant writing, accounting, community outreach, event planning and other necessary administrative tasks.

To apply: Submit the following to info@nondoc.com: a resume, a cover letter and one sample of written or creative work you have previously produced in a professional capacity.

Application deadline: 11:59 p.m., Wednesday, Dec. 29.

Preferred start date: Prior to or by Feb. 1, 2022.

BENEFITS

MONTHLY HEALTH
INSURANCE
STIPEND

FLEXIBILITY

TRAVEL
REIMBURSEMENT

DUTIES

FUNDRAISING

DONOR RELATIONS

GRANT WRITING

ACCOUNTING

COMMUNITY
OUTREACH

EVENT PLANNING

ADMINISTRATIVE
TASKS

APPLICATION DEADLINE: DEC. 29, 2021