



7403 N. Kelley Ave., Oklahoma City, OK 73111

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## **JOB OPENING NOTIFICATION**

**POSITION:** Friends of OETA Development Coordinator  
**ISSUED:** February 28, 2025  
**CLOSE:** Until Filled

The Oklahoma Educational Television Authority announces the opening of the full-time position titled **Friends of OETA Development Coordinator** located in **Oklahoma City**. The most qualified candidates will be contacted for an interview.

### **RESPONSIBILITIES:**

This position will focus on data integrity, improvement, analysis, research and management of our Customer Relationship Management (CRM) database. The ideal candidate will have a strong attention to detail, critical thinking skills, and be a team player. Creativity and curiosity are encouraged. This position will report to the Director of Development.

### **DUTIES:**

- Import/export data from various sources including manual and batch entry.
- Review reports for accurate reconciliation with the Finance Department.
- Maintain database integrity and quality, including routine data improvement and data auditing.
- Identify, mine and analyze prospects for initiatives.
- Maintain and update donor records and other data as needed.
- Cultivate donor relationships by managing communications and resolving inquiries efficiently, as needed.
- Maintain primary contact with contract agencies as assigned.
- Assist with gift processing and acknowledgements.
- Assist the development team as needed.
- Perform other duties as assigned.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree preferred.
- At least 2 years working for a non-profit organization or in a similar role.
- Extremely high attention to detail.
- Experience with a Customer Relationship Management (CRM) database such as – Allegiance Fundraising, Raiser's Edge, Salesforce, Tessitura, etc. Training will be provided.
- Good customer service skills and patience for troubleshooting donor needs.
- Proficiency in MS Office applications.
- Must be able to work from a computer/desk for long hours.
- Must be able to look at large datasets, possess a competent level of data literacy, and be able to identify anomalies in the donor/gift processing lifecycle.
- Knowledge of OETA, public television, or public media desired.

- Must be a team player and possess some level of agility.

Successful candidates must have:

- Ability to pass a background check.
- Ability to lift up to 50lbs and have a valid Oklahoma driver's license.

**COMPENSATION**

Salary range: \$38,000 - \$50,000. A generous benefit package including health, leave, retirement plus much more is included.

**HOW TO APPLY**

Send cover letter, application, and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email [employment@oeta.tv](mailto:employment@oeta.tv). Applications are available online at [OETA.tv](http://OETA.tv) or in person at 7403 N. Kelley Avenue, Oklahoma City.

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