



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

JOB OPENING NOTIFICATION

POSITION: Friends of OETA Development Coordinator
ISSUED: August 13, 2026
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. Applications are available online at OETA.tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

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