

VSS CATHOLIC COMMUNICATIONS, INC.
SPIRIT CATHOLIC RADIO OKLAHOMA, LLC dba
Oklahoma Catholic Radio Network
Development Associate - Job Description
June 2026

JOB TITLE: Development Associate – Oklahoma

LOCATION: Oklahoma City, Oklahoma. Covering the state of Oklahoma. Remote operation with studio equipment located at the Archdiocese of Oklahoma City Pastoral Center 7501 Northwest Expressway, Oklahoma City, OK 73132

HOURS: Flexible hours averaged over the calendar month. Expectation is 20 hours (average) per week between keeping office hours and visiting with prospective top donors. Some expectation of attending internal and external events as a representative of Oklahoma Catholic Radio Network.

JOB TYPE: Part-time

BASIC FUNCTIONS: Responsible for the development and implementation of programs designed to foster a positive relationship of the network with its potential listening audience. Communicates the mission through one-on-one meetings, outbound calling and e-mails and personal appearances. May be asked to assist the Operations director with ideas for on-air announcements, web updates, e-mail updates, aids in publishing a semi-annual newsletter and annual report. Identifies and secures donations, establishes and cultivates relationships with new/existing donors, assists with the implementation of various events and fundraising initiatives (direct mail programs, e-mails and outbound calls as well as in-home gatherings, Capital Campaign, Care-a-thons and out-bound Call-a-thons, etc.). Schedule visits and distributes development materials. Works with the interim Executive Director, Development Director and Operations Director to recruit and motivate the Oklahoma Development Committee. Other duties, as assigned.

REPORTS TO: Interim Executive Director, and later, to the Operations Director. Collaborates with the SCRNC Development Director.

SUPERVISES: Members of the development committee, support staff in Omaha and local volunteers.

COLLABORATES WITH: Operations Director, SCRNC Development Director, Community Engagement coordinators in Oklahoma and Nebraska, VSS Board of Directors, Parish Priests, Catholic Institutions, Apostolates, & Ministries throughout Oklahoma.

DUTIES AND RESPONSIBILITIES:

Assists the development & operations directors with oversight and coordination of two on-air membership drives called Care-a-thons as well as a summer and end of year appeals (\$250,000 per Care-a-thon, \$20,000 for summer and \$40,000 for EOY– 2026 with 7% increase annually)

Helps to secure Challenge dollars for Care-a-thon totaling \$50K for spring and another \$50K for fall (included in overall Care-a-thon total)

Aids in Securing Major Gifts (\$50,000+ /1st year not included in Care-a-thon totals)

Assist in executing a Capital Campaign/Committee to be launched in 2026 (\$2.5M over 3 years)

Coordinate special events for the St. Luke Society (or another giving society) working with the operations director.

Assist with the oversight and coordination of Marketing and Communications with the VSS staff.

Assists in coordinating annual giving and planned giving campaigns

Helps to coordinate activities of development committee across the state

Makes suggestions for direct publication of communication media

(Articles, newsletter, e-mail, website, social media and targeted mailings)

Working understanding of Raisers Edge donor management system

Donor recognition and stewardship

Provides timely bi-monthly report (API) of activities to the Development Director/Operations Director

Other duties as assigned

QUALIFICATIONS: Practicing Roman Catholic with a deep love for the Catholic faith and faithful to the Magisterial teaching of the Church. Candidate **must** have previous experience working in development. Ideal candidate has five years of proven effectiveness in a development office and will have the ability to network with Catholics throughout Oklahoma.

Outstanding interpersonal and communications skills both oral and written, with an ability to effectively relate to donors and clergy and create/establish relationships through highly professional and ongoing communications (personal visits, telephone calls, and e-mails). Able to network with potential business Underwriters.

Must have a passion for the mission of the network, an understanding of the programming offered and the ability to effectively solicit donations in an energetic, professional, and ethical manner.

Highly organized, with a track record of working in a multi-task environment. Must work well in both a team environment and on an independent basis. Must be able to work under pressure and adhere to deadlines.

Must have strong computer skills (Microsoft Word, Excel, Outlook, Publisher), project management skills, and be extremely detail oriented.

Working knowledge of Blackbaud's Raisers Edge Software a plus.

Strong supervisory skills in order to oversee volunteers and staff to accomplish assigned projects.

Must be willing to work some evenings and weekends. A fair amount of travel within the state of Oklahoma is expected.

SALARY: This is a part-time position. The incumbent will be working somewhat independently from studios located in the chancery office in Oklahoma City and can rely on support staff in Omaha to aid in executing the above duties and responsibilities. Hourly amount is determined by experience. The incumbent will be paid on the 15th and the last day of each month. There is an expectation of averaging 20 hours per week with a max total of 1,040 hours annually.. There are no health benefits for part-time staff. You have the option to participate in a 401K plan through payroll deduction.