

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Advancement Connector

Department: Advancement and Alumni

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The Advancement Connector supports the Director(s) of Development by managing scheduling, communication, and day-to-day logistics so they can focus on building relationships and fundraising.

This role is all about staying organized, keeping things moving, and making sure each Director is prepared for every donor interaction. The right person will be proactive, detail-oriented, and comfortable managing a fast-paced workload with multiple priorities.

Key Responsibilities

Calendar & Scheduling Management

- Manage and maintain a full, well-organized calendar for the Director(s) of Development.
- Schedule donor meetings, calls, and events with a focus on efficiency and thoughtful planning.
- Ensure daily and weekly schedules are balanced and aligned with fundraising priorities.

Communication & Coordination

- Serve as a primary point of contact for scheduling and general coordination with donors and internal partners.
- Draft and send professional emails, meeting confirmations, and follow-ups.
- Help manage incoming communication and ensure timely responses.

Meeting Preparation & Follow-Up

- Prepare concise, one-page donor briefings ahead of meetings (background, history, key notes).
- Assist in drafting follow-up communications and donor proposals.
- Track next steps and ensure all follow-up actions are completed.

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Data & Record Management

- Enter and maintain accurate donor records in the CRM system.
- Document meeting notes and contact reports.
- Keep information organized and up to date to support future outreach.

Fundraising & Event Support

- Assist with planning and coordination of donor outreach, events, and campaigns.
- Use past giving and engagement data to support follow-up and strategy.
- Help ensure all logistics related to donor engagement run smoothly.

Required Skills & Qualifications

- Strong organizational skills and ability to manage a busy, fast-paced schedule.
- Clear and professional written and verbal communication.
- Ability to prioritize tasks and follow through without constant direction.
- High attention to detail and reliability.
- Comfort working with Microsoft Office and database/CRM systems.
- Experience supporting a senior leader, team, or executive.

Preferred Qualifications

- Experience in fundraising, nonprofit, or advancement settings.
- Familiarity with donor relations or engagement work.
- Experience with CRM systems such as Blackbaud.
- Bachelor's degree or equivalent experience.

What Success Looks Like

- The Director's calendar is consistently full, well-planned, and running smoothly.
- Donors and partners receive timely, clear, and professional communication.
- Meetings are well-prepared and followed up on without gaps.
- Donor information is accurate, organized, and easy to access.
- The Director is able to focus primarily on fundraising and relationship-building

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Support Staff Applications" on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

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OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.