

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Executive Director of  
Development and Regional

**Title:** Engagement

**Department:** Advancement

### **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 Executive Director of Development & Regional Engagement – North Texas serves as Oklahoma Baptist University’s primary advancement, alumni, and donor representative in the Dallas–Fort Worth metroplex. This senior role combines frontline major gift fundraising with regional leadership, alumni engagement, and strategic partnership development in support of the Shape the Future Campaign.

### **Essential Functions:**

#### **Major Gift Fundraising & Donor Portfolio Management**

- Manage a portfolio of approximately 150 major donors and prospects.
- Conduct 12–15 substantive donor visits per month.
- Secure five- and six-figure gifts aligned with campaign priorities.
- Maintain accurate records in Blackbaud CRM.
- Partner with senior leadership on high-capacity donor strategies.

#### **Regional Alumni & Donor Engagement**

- Serve as OBU’s primary ambassador in North Texas.
- Develop and execute a regional engagement strategy.
- Host regional alumni and donor events.
- Collaborate to ensure a cohesive donor experience.

#### **Regional Leadership & Network Development**

- Build strong networks with alumni, churches, schools, and partners.
- Identify and qualify new major gift prospects.
- Coordinate presidential and senior leadership donor visits.

#### **Strategic Planning & Leadership**

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

- Execute an annual regional strategic plan.
- Provide market insight to advancement leadership.
- Strengthen team culture and campus collaboration.

### **Performance Metrics**

- Achievement of annual revenue goals.
- 12–15 donor visits and 3–5 proposals per month.
- Growth in donor engagement and commitments.

### **Other Duties:**

#### **Enrollment & Strategic Outreach Support**

- Support Admissions recruitment efforts in North Texas.
- Leverage relationships with Christian schools and churches.
- Collaborate with the regional admissions representative.

### **Required Qualifications:**

- Proven success securing major gifts.
- Strong communication and organizational skills.
- Commitment to OBU's Christian mission.

### **Education:**

Required: Bachelor's degree

Preferred: Master's degree

### **Experience:**

Required: 5+ years experience in major gifts or relationship-based roles.

### **Physical Requirements:**

- Ability to travel.

### **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 "Administrative Applications" on the OBU website at:  
<https://www.okbu.edu/hr/jobs.html>

### **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,

# **OKLAHOMA BAPTIST UNIVERSITY**

## **POSITION DESCRIPTION**

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](mailto:HR@okbu.edu).