

I am the Clinical Director of Youth and Family Services, NCO in Enid, OK. We are a private non-profit youth service agency that serves Garfield, Grant and Major Counties. YFS recently has a job opening for a Developmental Director. Below is a list of the job duties for this position.

YFS also has current job openings as a School-Based Therapist and Outpatient Counselor that is able to work in the afternoon or evenings. Applicants must also possess a Masters in a behavioral health related field. Let me know if you need any more information regarding any of these job announcements.

Thanks,

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Full Time Director of Development Job Duties

Grant Writing and Grant Reporting

- ACF Grants
 - Basic Center
 - Transitional Living
 - Street Outreach
- Oklahoma Department of Mental Health and Substance Abuse Grants
- Emergency Solutions Grant
- Office of Juvenile Affairs
- Foundation Grants
 - Enid Community Foundation Grant
 - JWJ
 - Oklahoma Community Foundation
 - BNSF Railway Foundation
 - Vance Spouses Club
 - Walmart
 - OG&E
 - OneOK
 - Regional Food Bank of OK
 - Northwest OK Osteopathic Foundation
- United Way Grant
- United Way Venture Grant

Homeless Outreach Program Management

- Transitional Living
- Food Pantries

Duties include: managing staff and participants, submitting reports, managing budget, and developing strategic plans

Fundraising

- Nights of Shelter Fundraiser
- Annual Gala
- Foster Care Christmas Event
- Foster Care Back to School Event

Community Events and Outreach

Community Task Forces

Community Events

- Day Without Violence
- United Way Outreach Events
- Community Speaking Requests
- Project Santa with Vance Air Force Base
- Walk a Mile in Her Shoes (YWCA)
- Safe 4 Me Workshop (DA's Office)

Public Relations/Media

- Community Talk (Enid Television Network) 3rd Wednesdays
- Community Spotlight (Enid Television Network)
- Clepper in the Morning (KOFM 103.1) 2nd Tuesdays
- KNID (Chisholm Broadcasting)
- Enid News and Eagle
- Chamber Blast
- Enid Buzz
- YFS Facebook (update weekly)
- Create Quarterly Newsletter
- Record PSA's for events
- Maintain website
- Update Foster Care Videos

Annual Reports

- Executive Report
- Management Report
- Stakeholder Report
- Posters
- Brochures
- Banners

Attend Monthly Meetings

- United Way
- Garfield County Domestic Violence Task Force
- Education Sub-committee (HSA)
- Health Planning Sub-committee (HAS)

- YFS Board of Directors
- Community Resource
- YFS Wellness Committee

Correspondence

- Send hand written thank you notes for donations throughout the year and after speaking engagements
- Send tax deduction letters for annual campaign gifts and donations for both silent and live auctions

Responsible for overall programmatic success of Youth and Family Services Development program. Supervise staff and safeguard programs fiduciary and programmatic integrity. Build community relationships; ensure policy implementation, draft new policies as needed, and ensure timely billing. Create agency marketing plan to include printed agency materials, banners, website design, and all social media sites. Develop and execute the YFS annual fundraising campaign and secure financial support from individuals, foundations and corporations. Develop and maintain ongoing relationships with major donors and oversee organization of special events. Develop and track proposals and reports for all foundation, corporate, and federal grants.