Position: Business Development Director
Reports to: Board of Directors
FLSA Status: Independent Contractor

Job Description Summary:
The Business Development Director is a self-directed position responsible for the overall growth of the Oklahoma Hospice & Palliative Care Association (OHPCA) membership. He/She is responsible for effective communication between the Board of Directors and the members of the association to disseminate information between them. He/She will represent the mission and vision of the OHPCA to the public by providing assistance and/or information necessary to inform potential members or vendors of activities and opportunities to work together.

Minimum Qualifications:
• High school diploma or GED; Bachelor’s degree in Marketing or Business Development Preferred
• Three years of business development or community relations experience
• Knowledge of or experience working with nonprofit agencies
• Strong and effective communication skills; speaking, written, and electronic
• Multi-tasking on various projects while maintaining high level of quality
• Computer skills: All components of Microsoft Office
• Current driver license with no restrictions
• Reliable form of transportation that is insured according to state requirements
• Must be able to perform the essential functions of the job with reasonable accommodations

Essential Functions:
• Maintaining and increasing membership
• Increasing revenue opportunities for association
• Monthly updates to the OHPCA Board of Directors
• Responsible for online presence of the association
• Liaison to National Hospice and Palliative Care Association (NHPCO)
• Increasing awareness and benefits OHPCA membership
• Conference Planning Committee member
• Any other duties as assigned by the board

Travel: Required travel throughout the state. Mileage is paid at the current government rate.

Salary: $2,500/month, Independent Contractor Status
Bonus: $500 bonus for every 5 new memberships

Email your resume to Jennifer Cary at jennifercary79@gmail.com