



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