



# OKLAHOMA CITY COMMUNITY FOUNDATION

## **Job Title: COMMUNITY PROGRAMS MANAGER**

The Oklahoma City Community Foundation is seeking a Community Programs Manager. This position is part of the community programs team who oversees, coordinates and implements community leadership activities and grants programs that steward donor intent as well as meet the changing needs of the community. Each program has its own set of deadlines, guidelines and review committees. This position reports to the Vice President of Community Programs and works closely with the President and team members across the organization.

**About the Oklahoma City Community Foundation:** Ranked among the largest community foundations in the nation, the Oklahoma City Community Foundation connects generous donors with passionate charitable organizations to build a stronger community. Founded in 1969, we are a 501(c)(3) public charity that works with donors to create charitable funds that will benefit our community now and in the future. Learn more about the Oklahoma City Community Foundation at [www.occf.org](http://www.occf.org).

## **Position Overview:**

Through community engagement and research, this position works with potential/current grantees to ensure the successful creation and implementation of the Community Foundation's grants programs including but not limited to: iFunds (Opportunities for Children), Kirschner Trusts and the Carolyn Watson Rural Oklahoma Community Foundation classroom and community grants. The Manager is responsible for promoting these grants programs (in concert with the communications team), conducting information meetings, initiating site visits and sharing information with the Communications, Development and Programs teams. All program grants go through the foundation's online technology platform, GLM (Foundant).

## **Responsibilities:**

- Responsible for oversight and implementation of the Oklahoma City Community Foundation's iFund grants program, Rural Oklahoma Community Foundation classroom and community grants, Kirschner Trust and other community grants programs as established and assigned. Responsibilities include: community engagement and research, grants promotion, tracking and regular communication with grants recipients regarding reporting and impact.
- Through relationship building and outreach, understand the charitable sector and community opportunities within an assigned geographical area and develop programs that address community issues and opportunities.
- Works closely with the Communications department to market grants programs to potential applicants as well as share successful impact stories.
- Responsible for knowledge and use of Foundant Grant Life Cycle Manager (GLM).
- Coordinates a number of donor initiatives involving disbursing grants/awards on their behalf and coordinating with nonprofits to track donor impact.

## **Qualifications & Skills:**

- Bachelor's degree required.
- Experience in community-based nonprofit organizations.
- Experience developing community programs to address community issues and opportunities.
- Experience and proficiency of Foundant technology platform (GLM and Csuite) a strong plus.
- Strong organizational and administrative experience required.
- Professional attitude and strong interpersonal communication skills with the ability to build external relationships.
- Ability to manage details and meet deadlines.
- Minimal travel is involved with this position.
- Computer skills including strong working knowledge of Excel, Word and Outlook.

To apply, please send a cover letter, resume and three references with job title in the subject line to [resume@occf.org](mailto:resume@occf.org) by **August 1, 2021**.