



OKLAHOMA CITY COMMUNITY FOUNDATION

Job Title: GRANTS AND PROGRAMS COORDINATOR

The Oklahoma City Community Foundation is seeking a coordinator of our Grants Program. The Grants and Program Coordinator is part of the community programs team who administers community grant programs. 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.

Position Overview:

The Grants and Program Coordinator ensures the success and implementation of the Community Foundation's grants programs including IFunds (Opportunities for Children, Kirschner Trusts and the Carolyn Watson Rural Oklahoma Community Foundation classroom and community grants. The coordinator is responsible for promoting these grant 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). The Grants and Programs Coordinator is the point person for this technology platform for grants management and tracking as well as provide staff support.

Responsibilities:

- Responsible for administration 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 grants promotion, tracking and regular communication with grants recipients regarding reporting and impact.
- Works closely with the Communications department to market grant programs to potential applicants as well as share successful impact stories.
- Responsible for administration and oversight of Foundant Grant Life Cycle Manager (GLM), providing support and training to staff when necessary.
- 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 preferred.
- Experience in community-based nonprofit organizations preferred.
- Experience and proficiency of Foundant technology platform (GLM and C-suite) 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.
- Basic 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 by July 6, 2021.