



OKLAHOMA CITY COMMUNITY FOUNDATION

OPEN POSITION

Join OCCE:

The Oklahoma City Community Foundation (OCCF) brings people together to invest in our community and those who live here. Founded in 1969 and one of the 20 largest community foundations in the country, OCCF partners with donors and nonprofits to impact our community's most pressing needs and ensure support well into the future. As a growing organization, we are expanding our services and efforts to transform lives across Central Oklahoma and beyond. We offer competitive salary, generous benefits, including a 403(b)-retirement plan, paid leave, and we are building an energized, values driven culture. We welcome talented, committed, caring individuals to join our team in connecting donors, programs and initiative to advance our mission to serve Central Oklahoma

Position: Community Programs Manager – Health Access Grants

In tandem with the Community Grants Department, this position works with potential/current grantees, volunteer committee reviewers, and in some cases, donors, to ensure the successful implementation of the Community Foundation's grants programs including but not limited to: Access to Health Care, Services for Older Adults, Opportunities for Children, and the Hospice Foundation grants.

The Community Programs Manager is responsible for creating and refining grant guidelines, grant applications, and conducting in-person mid-year reviews. Through site visits, final reports, photos/videos, and dashboards, the Program Manager is responsible for accessing the outputs, outcomes, and impact of their grant focus area. These measures are utilized by the communications department and shared with other staff members, Trustees, and donors.

Program Managers are responsible for researching and implementing grantmaking best practices to improve the overall effectiveness of the grant program. All program grants go through the foundation's online technology platform, GLM (Foundant). The Program Manager will proactively engage with stakeholders to encourage collaboration, partnerships, and possible funding opportunities.

Principal Duties and Responsibilities:

- Through relationship building and outreach, understand the nonprofit sector and community opportunities within an assigned geographical area.
- Proactively researches, assesses and engages communities to understand community needs in their focus area as well as funding opportunities and gaps.
- Works closely with the Communication department to promote grant programs to potential applicants as well as share successful impact stories.
- Reviews and evaluates program projects work plans, budgets, and budget revision requests, ensuring a link to the scope of work for each assigned grant.
- Works with volunteer review committees to bring forward grant recommendations to Trustees at quarterly meetings.
- Responsible for knowledge and use of the foundation's online technology platform 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.
- Actively contributes to the Foundation's mission, supports the organization's culture, and values all other team members.
- Works collaboratively with team members to brainstorm ideas, solve problems, and implement meaningful solutions.
- Ability to embrace change positively, contributing to a resilient and agile team culture.



OKLAHOMA CITY COMMUNITY FOUNDATION

- Ability to maintain confidentiality, exercise good judgment, and maintain professionalism within a dynamic environment.

Qualifications & Skills:

- Bachelor's degree, required.
- At least 3 years of grants program or project management experience in community-based nonprofit organizations.
- Must have excellent interpersonal communication skills, including strong writing and presentation ability, and a professional attitude.
- The ability to build external relationships and work with a diverse group of people.
- The ability to manage details and meet deadlines.
- Strong organizational and administrative experience
- Computer skills including a strong working knowledge of Excel, Word, and Outlook.

Preferred:

- Background and understanding of health systems, public health care and social determinants of health.
- Experience and proficiency in grants database systems.

Working Conditions & Physical Demands

- Prolonged periods of sitting at a desk.
The ability to lift objects of 25 lbs.
- Extended periods of working with a computer, requiring the ability to focus on tasks and navigate software interfaces.
- Requires fine motor skills, including the ability to use touch, pinch, or pick primarily with fingers. This involves precision and dexterity for tasks such as typing, clicking and manipulating small objects.
- Strong visual acuity is essential for tasks such as reading information on a computer screen and discerning details.
- The work environment is an office setting with minimal noise.
- Minimal travel in the metro and surrounding area

This position is a safety-sensitive position based on the frequent operation of a motor vehicle

To apply, please send a cover letter, resume, and three references with the job title in the subject line to resume@occf.org.

Oklahoma City Community Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.