



OKLAHOMA CITY COMMUNITY FOUNDATION

OPEN POSITION

Join OCCF:

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:

The Senior Programs Specialist provides critical administrative support for the Foundation's competitive grantmaking programs. This position works closely with and supports Program Managers in all aspects of grantmaking. This position will be responsible for maintaining relationships with staff and trustees as well as providing back-up support to Program Managers when additional responsibilities/tasks are needed. The Senior Programs Specialist is the primary liaison and staff trainer for our online grant system, GLM. Primary responsibilities include creating and managing grant processes, committee correspondence and management, driving deadlines, record-keeping, report generation, and providing technical assistance to applicants. The Senior Programs Specialist must demonstrate a keen attention to detail, ensuring accuracy and precision in all tasks.

Principal Duties and Responsibilities:

- Responsible for having an excellent working knowledge of the online grant system, Foundant(GLM).
- Primary staff trainer for grants processing, including knowledge and implementation of platform updates, reporting, and ensuring consistency across all program areas.
- Develop and create online grant system GLM processes: application through follow-ups.
- Manage relationships and drive workflow with Affiliated Funds.
- Responsible for writing and creating document templates for all program grant areas, i.e., cover letters, and thank you letters.
- Responsible for creating and managing department tracking and reporting systems.
- Research, store, and update agreed-upon community data as well as internal metrics, dashboards, and other GLM reports to provide relevant/meaningful information to the program team/communications team.
- Knowledge of current/best grant-making practices through research and application of new practices.

Qualifications & Skills:

- Bachelor's degree preferred.
- Minimum of two (2) years of administrative experience, preferably in non-profit.
- Excellent organizational and time management skills and the ability to manage details and deadlines.
- Strong verbal, written, and interpersonal communication skills.
- Experience in community-based nonprofit organizations preferred.
- Experience in process management and implementation preferred.
- Strong working knowledge of donor database management systems; experience and proficiency in Foundant technology platforms (GLM and cSuite) are a strong plus.
- Ability to successfully execute multiple, simultaneous projects on time with quality results.
- Ability to thrive in a fast-paced environment and work collaboratively with all stakeholders on and off-site.



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- Intellectual curiosity and ability to learn quickly, ask thoughtful questions and synthesize information.
- Emotional intelligence to build relationships with diverse communities.
- Computer skills, including strong working knowledge of Excel, Word, and Outlook.
- Must be detail-oriented and able to review and analyze information meticulously while delivering high-quality work.
- Other duties as assigned.

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.