



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY OPEN UNTIL FILLED

Grant-Fundraising Administrator

\$3,334 – 3,833/ Month

DEPARTMENT:

Community Relations

REPORTS TO:

Vice President – Community Relations

POSITION SUMMARY:

Administration of all grants received by THA and related entities from federal, state, local and private sources. Development of grant applications for submission by the Authority to federal, state, local and private sources. Identify, make outreach, organize and administer national and local fundraising efforts.

1. Identify and evaluate potential federal, state, local and private grant opportunities that may benefit THA.
2. Thoroughly research all grant funding opportunities, as well as information for grant applications.
3. Prepare and submit grant application documents.
4. Collect, analyze and maintain records identifying the success/failure ratio of grant proposals.
5. Prepare and maintain monthly grant report for Board review
6. Provide technical assistance to Departmental Vice Presidents regarding potential grant opportunities, to include:
 - a. Identify funding needs
 - b. Seek/identify available grant funding opportunities
 - c. Provide updated reports on grant funding opportunities
 - d. Prepare and submit grant applications on behalf of departmental Vice Presidents.
7. Maintain positive working relationship/contact with federal, state, local and private funding agencies and respective personnel in regards to one or more of the following:
 - a. Grant regulations
 - b. Fundraising opportunities
 - c. Sharing information regarding the availability of funds, grant research and training opportunities and progress of THA operating grant activities.
8. Work closely with Grant Accountant to ensure financial compliance.
9. Oversee administration of grants to ensure regulatory compliance.
10. Administration of all grants received by THA from federal, state, local and private sources by:
 - a. Reviewing and monitoring all grant budgets
 - b. Maintaining positive contact and coordinating with THA departments, THA residents, and program partners;

- c. Assuring that THA complies with all grant regulations
 - d. Conducting interagency and interdepartmental quarterly grant oversight committee meetings
 - e. Conducting grant implementation meetings
 - f. Preparing Semi-annual and Annual Reports and other evaluation documents to monitor grant progress and accomplishments.
11. Perform technical and administrative staff assignments, fundraisers and special projects for the Executive Vice President of Community Relations.
 12. Monitors functions of other community agencies to assist in the development of partnerships and collaboratives. Identify and develop collaborative grant and fundraising opportunities.
 13. Research and/or implement inquiries requested of the Vice President of Community Relations and/or department Vice Presidents concerning: Fundraising, community involvement, resident programs, special events, etc.
 14. Attend meetings as requested by the Vice President of Community Relations in the local community as pertains to funding, special events and other issues of interest.
 15. Explore, plan, and implement activities in support of the continuance and expansion of the Authority's operations.
 16. Conduct a thorough review, analysis, and evaluation (programmatic and financial) of selected projects, follow each project through planning, development and implementation.

MINIMUM REQUIREMENTS:

Bachelor's degree (B. A.) from four-year college or university and two to three years related experience and/or training; or equivalent combination of education and experience. Computer Skills: Must be proficient in utilizing a PC, including word processing, spreadsheet, and graphic applications. Must have excellent written communication skills. Must have a current valid Oklahoma driver's license.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

The mission of the THA is to be a leading public housing agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and board.

***An Equal Opportunity Employer
We perform criminal background checks and drug testing.***

TO APPLY:

Submit Resume to: hr@tulsahousing.org
Apply online at: www.tulsahousing.org

Closing Date: Open Until Filled