

**Come  
work  
with us**

# Grants Coordinator

City Care exists to do the work few others are willing to do. We believe in the intrinsic value of every person. It is with love and compassion we advocate for the overlooked in our community. We provide food for the hungry, relief for the hurting, and hold space for complete restoration of lives that have gotten off course. And with enough endurance, we witness, firsthand, remarkable stories of transformation. Poverty, homelessness, mental illness and substance use disorders are community issues and deserve a community response of support for those working to create a better life for themselves and their loved ones. We are better, together.

Still reading? Great! Now more about the position. City Care is searching for a dreamer, a builder, a sustainer to help us meet financial goals to ensure the growth, sustainability and longevity of our programs. This position reports to the Grants Director.

**Responsibilities include, but are not limited to:**

- Research potential funding sources, foundation grant opportunities, and corporate sponsorship opportunities.
- Assist with small grants, monitor reporting deadlines, collaborate with program directors on reporting needs, and submit timely and accurate reports to foundations and corporations and attend grant meetings, as needed.
- Research and implement grant management software.
- Manage and maintain data integrity of grants database systems, including organization and grant information.
- Schedule meetings, create agendas, capture and send recap meeting notes.
- Supports the Grants Director in the preparation of state and federal reporting requirements and compliance.
- Meet with Grants Director to discuss current projects, prioritize tasks and assess progress on tasks and goals.
- Assist in the planning and preparation of site visits.

**Eligibility, knowledge, skills, abilities:**

- Embody City Care values.
- Understanding of the complexity of poverty, homelessness and substance use disorder.
- Approach projects with creativity and efficiency, always looking for ways to improve processes and systems.
- Ability to work on several projects at once under strict deadlines.
- Self-starter, highly organized, and detail-oriented. Some grant writing experience preferred.
- Skilled written, verbal and interpersonal communication.

To be considered for this position, please submit a cover letter, compensation requirements and resume to [leslie@citycareokc.org](mailto:leslie@citycareokc.org) by April 29. No phone calls please.



**CITY CARE**