

The Salvation Army, an internationally recognized non-profit, faith-based organization, has an opening for a **Grants Administrator** for the Central Oklahoma Area Command, located in Oklahoma City, OK.

Job Summary

Under the direction of the Area Commanders, researches, locates, identifies, studies, prioritizes, and contacts funding sources in order to apply for grant funds; prepares grant applications/proposals and compiles required paperwork to maximize opportunities for financial support for The Salvation Army programs; administers existing grants and ensures compliance with contract restrictions; serves as liaison to funding sources; performs public speaking and develops relationships with community leaders in order to promote support for programs. Monitors existing grants and completes required reports as necessary.

Administrative and Financial (60%)

Assists all departments/locations in locating and applying for grants.

Writes and submits competitive federal, state, and private/corporate foundation grant proposals.

Prepares grant documents and proposals for submission; prepares proposals, contracts, and agreements for submission to Divisional and Territorial Headquarters for approval and execution.

Develops and writes contractual/collaborative agreements and proposals with other organizations; obtains necessary approvals from Area Commanders, Divisional Headquarters and Territorial Headquarters.

Provides financial and program oversight of all grant/contractual agreements; assists the Accounting Manager in ensuring that all grant money is properly accounted for; prepares and maintains records and meets requirements for each funding sources.

Under the direction of the Director of Operations, prepares United Way reports; works with all departments/locations in preparing written documents for United Way presentation and coordinates presentations of programs and budgets for the United Way; assists departments/locations in developing outcome-based measurements and devises monitoring system to assist departments/locations in determining success with determined outcomes.

Establishes and maintains reference resources for grant submission and research by maintaining files of potential and existing funding sources.

Monitors and coordinates grant reporting efforts and compliance issues required by each funding source. Prepares written grant reports as required and necessary by granting agencies; works with program staff to compile the necessary statistics and program documentation needed for proposal and report development.

Prepares and maintains an ongoing report of submissions and awards to date completed by the Grants Administrator; provides a monthly report to Accounting and Area Commanders and a final recap report at the end of each fiscal year identifying all grant submissions, dates

submitted, it awarded, and amount awarded.

Planning and Development (25%)

Researches, identifies, develops, writes, submits, and administrates local foundation, corporate, state, and federal grants; utilizes library, internet, and local resources. Works with all departments/locations in preparing written documents for presentation and coordinates presentations of programs and proposed grant budgets for proposal submissions. Researches, explores, locates, and develops new funding sources.

Community Relations (10%)

Develops professional contacts with local foundations, corporate, state, and federal funding sources to obtain grant submission requirements and to promote successful proposal submissions. Identifies, explores, develops, and implements partnerships and collaborative consortiums, programs, projects with other groups and organizations to increase grant opportunities and to meet grant requirements. Performs public speaking and represents The Salvation Army before organizations and consortiums locally.

Other Responsibilities (5%)

Performs other related work duties as required.

Materials and Equipment

Computer, Scanner, Telephone

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of grant research, applications, and administration.
Knowledge of the principles and practices of basic bookkeeping.
Ability to research funding sources and to be creative in overcoming funding barriers.
Ability to read and interpret legal documents and contracts.
Ability to administer grants/contracts in compliance with legal guidelines and restrictions.
Ability to prepare and interpret technical reports and legal contracts/agreements.
Ability to communicate clearly both orally and in writing.
Ability to work independently and with limited supervision.
Ability to build and maintain effective working relationships in the community and specifically with contacts at funding agencies.
Ability to prepare and maintain grant/contract files and records in a neat and organized

manner.

Ability to read, write, and communicate the English language.

Ability to perform complex mathematical computations.

Ability to perform public speaking.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Bachelor's degree from an accredited college or university in a related field, AND three years' experience writing technical reports and/or researching and applying for grant funds, OR any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Certifications/Licenses

Valid State Driver License

Physical Requirements

Ability to meet attendance requirements.

Limited amount of physical effort required associated with walking, standing, lifting, and carrying light objects (less than 25 lbs.) 5-10% of work time.

Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking.

Working Conditions

Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

Additional Comments:

All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

To apply, please do so through indeed: [Grants Administrator - Oklahoma City, OK - Indeed.com](#)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.