



OXFORD CIRCLE CHRISTIAN COMMUNITY DEVELOPMENT ASSOCIATION

POSITION: GRANT MANAGER

SUPERVISOR: Executive Director

SUMMARY: Based in the Oxford Circle neighborhood of Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) is seeking a **Grant Manager**. The mission of OCCDA is “to extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels.” OCCDA has been in the community for 16 years and was started in partnership with Oxford Circle Mennonite Church. OCCDA programs focus on immigrant and low-income families and individuals, from our STEAM-based after school program; Family Resource Center at the Laura H. Carnell Elementary School; an early childhood literacy program in 4 languages; to offering adult education (ELL, ABE/GED); job search assistance; community food distribution; and business support services.

COMPENSATION: \$25 per hour at 20 hours per week. Benefits include vacation and holiday pay.

JOB QUALIFICATIONS:

- An understanding of and a commitment to carry out the mission of Oxford Circle CCDA
- Bachelor’s degree required
- Minimum of 3 years in related field
- Ability to multi-task and work independently and on a team
- Strong interpersonal and writing skills
- Prior experience with grants management and proposal submission preferred
- Be organized and very detailed and exhibit “follow through” on tasks and goals
- Proficient in Microsoft 365 and/or Microsoft applications

DUTIES AND RESPONSIBILITIES:

- Work with Executive Leadership team to develop a fundraising strategy
- Research and identify grant opportunities for new, current programs, and operations budget
- Secure financial support from foundations, government, and corporations on local, state, and national levels
- Develop letters of intent, grant proposals, grant renewals, project budgets, and other documents needed for grant application submissions and project or budget modifications.
- Oversee grant reporting requirements and compliance by working with program staff and finance director to submit all requirements for reporting and making sure all deadlines are met by communicating with staff about deadlines and deliverables
- Assist finance director and program directors with the budget development and financial requests for reimbursement
- Collect and maintain accurate records of all grant-related resources, contacts, proposals, compliance requirements/reports, correspondence, meeting notes,

contracts, etc. in a shared drive

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900 E. Howell Street, Philadelphia, PA 19149 (215) 288-8504 contact@occcda.org occcda.org



- Collaborate with program staff.
- Understand all aspects of OCCDA's active grants to be able to answer grant-related questions and to be a resource and support to program staff.
- Build and maintain relationships with funders
- Perform other related duties as requested

HOW TO APPLY:

Qualified candidates are invited to submit their resume and cover letter via e-mail to: Kimberly@occcda.org . Please write "Grant Manager" in the subject line.