

Career opportunity



Grant Administrator

Salary

\$50,816 - \$ 57,400

Department

Community Development

Reports to

VP, Community Development

Closes

Until filled

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.

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.
7. Maintain positive working relationship/contact with federal, state, local and private funding agencies and respective personnel.
8. Work closely with our accountant department 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.

11. Perform technical and administrative staff assignments and special projects for the Vice President of Community Development.
12. Monitors functions of other community agencies to assist in the development of partnerships and collaboratives. Identify and develop collaborative grant opportunities.
13. Research and/or implement inquiries requested of the Vice President of Community Development 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 Development 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 a four-year college or university and two to three years related experience and/or training; or equivalent combination of education and experience.
- Must be computer proficient in utilizing a computer, including word processing, spreadsheet, and graphic applications
- Proficient in Word, Excel and other MS Office applications desired.
- Possess valid Oklahoma driver's license

To apply

Qualified candidates should submit a resume, cover letter and salary requirements to **hr@tulsahousing.org** or fax to **918-581-5721**. You may also apply online at **tulsahousing.org**.

Applications and resumes may be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

About Tulsa Housing Authority

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

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.

THA is an equal opportunity/affirmative action employer. We perform criminal background checks and drug testing. Men, women and THA residents are encouraged to apply.