



KIRKPATRICK FAMILY FUND

OPEN POSITION **Grants and Initiatives Manager**

About the Kirkpatrick Family Fund

The Kirkpatrick Family Fund is an Oklahoma City philanthropy established in 1989 by John and Eleanor Kirkpatrick as an affiliated fund in the Oklahoma City Community Foundation. The mission of the Kirkpatrick Family Fund is to invest in ideas, leadership, and programs that contribute to and advance the cultural, intellectual, and societal interests of our community. This is accomplished through a multi-state grants program and initiatives focusing on endowments, arts, education, arts in community development, teen pregnancy prevention and animal wellbeing. The Kirkpatrick Family Fund is guided by the values of Integrity, Leadership, and Innovation. It accomplishes its mission by supporting organizations with bold, capable leadership and programs that are effective in addressing community needs.

Position Overview

The Grants and Initiatives Manager helps manage the administration of Kirkpatrick Family Fund's multi-state grants program and shares responsibility with the Senior Program Officer for a portfolio of approximately 200 grants annually. The position manages grants across all stages of the grant cycle, conducts due diligence, maintains accurate grant records and data, communicates with applicants and grantees, and supports selected Kirkpatrick Family Fund initiatives.

This role requires strong judgment, attention to detail, organization, and the ability to manage multiple priorities while building effective relationships with nonprofit partners.

Compensation

The salary range for this position is \$56,000-76,000 annually. We offer generous benefits, including a 403(b)-retirement plan and paid leave.

Key Responsibilities

- Manage the Kirkpatrick Family Fund's online grantmaking system and application, reporting, and grant administration processes.
- Communicate with prospective applicants, assess eligibility, and provide technical assistance throughout the application process.
- Conduct due diligence on grant applications, including reviewing organizational and financial information and identifying potential concerns or misalignment with Fund priorities.
- Coordinate and conduct site visits and present assigned grants to the Grants Committee.
- Manage grant records, calendars, payments, reporting requirements, and compliance with grant conditions.
- Analyze grantmaking data, reports, outcomes, and trends and help prepare information for staff, committees, trustees, and external communications.
- Review and improve grantmaking processes, systems, templates, and workflows in partnership with the Senior Program Officer.
- Prepare materials for Grants Committee and trustee meetings and communicate with grantees, committee members, and other partners as needed.
- Stay current on grants management practices, technology, and nonprofit sector trends.
- Coordinate selected Kirkpatrick Family Fund initiatives, including communication, scheduling, technical assistance, and support for participating organizations.

Qualifications & Skills

- Excellent written, oral, and interpersonal communication skills.
- Strong organizational and time-management skills, with the ability to manage multiple projects and deadlines.
- Demonstrated initiative, discretion, sound judgment, and attention to detail.
- Ability to work collaboratively with colleagues and a wide range of nonprofit and community partners.
- Comfort working with databases, online systems, and Microsoft Office. Experience with grants management software is preferred.
- Familiarity with nonprofit organizations, grantmaking, nonprofit financials, or bookkeeping is helpful.
- Bachelor's degree or equivalent combination of education and experience preferred.
- Two to three years of experience with a nonprofit organization, foundation, or related field preferred.

Working Conditions & Physical Demands

- This position is an in-office role
- Prolonged periods of sitting at a desk and working on a computer
- Ability to lift objects weighing up to 25 pounds
- Ability to work effectively in an open-office environment with minimal noise
- Ability to focus for extended periods and navigate multiple software interfaces
- Fine motor skills and dexterity sufficient for tasks such as typing, clicking, and handling small objects
- Strong visual acuity is essential for reading information on a computer screen and discerning details
- Occasional travel in the Oklahoma City metro and surrounding area
- Occasional evening and weekend hours

To apply, please send a cover letter, resume, and three references with the job title in the subject line to Sara Maynard Moehle: s.moehle@occf.org.