



CLASS TITLE | COMMUNITY RESOURCES MANAGER

PAY GRADE: EX-32 | www.cityoftulsa.org/pay

Class Code: 2110

Effective Date : 01/31/2024

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for soliciting, leveraging, and coordination of resources, including, but not limited to: government and private grants, individual and organizational contributions of services, in-kind items or funds, and individual or organizational volunteers to support, maintain, and improve the City of Tulsa Parks system; and performs other duties as assigned.

ESSENTIAL TASKS:

- Identifies grant, sponsorship or donation opportunities from diverse sources, including government agencies, foundations, corporations, individuals and other relevant entities
- Develops grant and funding request proposals and manages grant application processes
- Monitors, tracks, and documents all grants and donations, including reporting, compliance, and coordination with the donors, City Finance Department and other internal and external customers and stakeholders
- Regularly provides updates and reports to the Director of Parks, Culture, and Recreation, the Park Board and the Tulsa City Council regarding donations, ensuring compliance with City donation policies
- Coordinates and tracks funding and donations intended to support the Department that are passed through third-party organizations, such as local foundations
- Works with staff and partners to manage, conceptualize, plan, and execute effective volunteer activities, including one-time and long-term opportunities for individuals and groups; oversees Citywide or other significant volunteer efforts and programming
- Develops and implements strategies, materials, and campaigns to recruit and sustain a diverse pool of volunteers, including screening and interviewing potential volunteers; matching volunteers to appropriate projects; training; and ongoing volunteer communication and support
- Collects, maintains, analyzes and reports on relevant data, including a database of individual volunteers and data on the volunteer programs and their impact on the City
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

- a) Completion of 120 hours from an accredited college or university; and,
 - b) Two (2) years of progressively responsible experience with parks, education, or non-profit administration, recreation programming, fundraising, grant-writing, volunteer management, community engagement, or similar fields; or,
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- a) Completion of sixty (60) hours from an accredited college or university; and,
 - b) Five (5) years of progressively responsible experience with parks, education, or non-profit administration, recreation programming, fundraising, grant-writing, volunteer management, community engagement, or similar fields.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the principles of research and evaluation of community programs and user interests
- The practices and techniques involved in parks and recreation operations
- Fundraising techniques and ethics



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Ability to:

- Considerable ability to create, maintain and analyze spreadsheets, databases and other records and data
- Research, analyze and community resources and department needs and formulate effective strategies to increase support for parks programs and facilities
- Understand and comply with all fiscal and other compliance requirements
- Utilize high level interpersonal skills in order to understand, select, develop and motivate people at any level within or outside the organization
- Multi-task and manage multiple diverse projects on an on-going basis
- Organize and manage diverse groups of volunteers;

Skill in:

- Excellent public presentation and speaking skills
- Strong written skills
- High level customer service skills
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Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, occasionally outdoors and in inclement weather and requires some evening and/or weekend work.

EEO Code: E-02

Group: Clerical and Administrative

Series: General Administrative