



COALITION OF OKLAHOMA BREASTFEEDING ADVOCATES (COBA) Position Description

Job Title: Grant Manager
Position Type: .75 FTE
Location: Oklahoma City
Remote with weekly/as needed in-office required
Reports To: Executive Director

Job Summary:

The Grant Manager will oversee the administration, coordination, and management of all grant-related activities for the Choosing Childbirth grant focused on supporting lactation services, education, and community outreach. This role is critical in ensuring compliance with grant requirements, tracking expenditures, and achieving programmatic goals to support breastfeeding mothers and their families.

Key Responsibilities:

Grant Administration and Management:

- Oversee the entire grant lifecycle, including application, execution, monitoring, and reporting phases.
- Ensure compliance with all grant requirements, timelines, and regulations.
- Manage budgets and financial tracking to ensure proper allocation of grant funds.
- Maintain accurate records of grant-related activities and expenditures.

Program Coordination and Support:

- Collaborate with program staff at COBA, Oklahoma Breastfeeding Resource Center and Oklahoma Mothers' Milk Bank to develop and implement lactation-related initiatives funded by the grant.
- Monitor progress toward program objectives and identify areas for improvement or realignment.
- Serve as a point of contact for grant-related inquiries from Oklahoma State Department of Health (OSDH).

Reporting and Documentation:

- Prepare and submit all required financial and programmatic reports to funders on time.
- Document program outcomes, successes, and challenges for internal and external stakeholders.
- Provide regular updates to leadership on grant performance and sustainability strategies.

Stakeholder Engagement and Collaboration:

- Work with community partners, healthcare providers, and advocacy organizations to enhance the program's impact.
- Engage with lactation consultants, educators, and other stakeholders to ensure alignment with program goals.

Qualifications:

Education and Experience:

- Bachelor's degree in public health, nonprofit management, business administration, or a related field.
- Minimum of 3 years of experience in grant management, program administration, or nonprofit finance.
- Experience with lactation support, maternal/child health programs, or public health initiatives is a plus.

Skills and Competencies:

- Strong understanding of grant compliance, budgeting, and financial management.
- Excellent project management skills, with the ability to multitask and meet deadlines.
- Exceptional written and verbal communication skills.
- Proficiency in Microsoft Office Suite including Excel.
- Strong interpersonal skills and the ability to work collaboratively with diverse stakeholders.

Preferred Qualifications:

- Familiarity with lactation services, breastfeeding advocacy, or maternal health policy.
- Familiarity with Efforts To Outcomes (ETO) grant management software.
- Knowledge of state funding processes related to public health initiatives.

Compensation and Benefits:

- Competitive salary based on experience.
- Funding available through Dec 31, 2025 with possible renewal for 2026 and 2027.

How to Apply:

Interested candidates should submit a resume and cover letter to info@okbreastfeeding.org Applications will be reviewed on a rolling basis until the position is filled.

Coalition of Oklahoma Breastfeeding Advocates is an Equal Opportunity Employer.