

**Date Posted: 04/24/12**

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Grants and Program Evaluation Manager

**Employer/Agency:** Literacy Advance

The mission of Literacy Advance is to transform lives and communities through the doorway of literacy. Considered the oldest, largest and most successful literacy program in Houston, Literacy Advance helps adults read, write, communicate and understand English to enable them to succeed in the workplace, in school, and in the community. Literacy Advance offers four primary programs: Adult Basic Education, English as a Second Language, Family Literacy and Community Outreach which are supported 100% by trained volunteer tutors.

Established in 1964, Literacy Advance of Houston is the premier agency for community-based literacy programs. Created almost 50 years ago by a small group of dedicated volunteers, Literacy Advance is a United Way of Greater Houston affiliate agency, is accredited by ProLiteracy America and is an active member of Literacy Texas and the Houston Center for Literacy.

**Job Description:** The Grants and Program Evaluation Manager researches and writes local, regional, statewide and national grants to governmental organizations, private foundations and corporations on behalf of Literacy Advance. The Grants and Program Evaluation Manager maintains relationships with grant managers, program officers and community relations managers/coordinators of funding organizations. The Grants and Program Evaluation Manager develops an annual foundation and grant calendar. The Grants and Program Evaluation Manager coordinates the implementation of grant awards and ensures post-award compliance and reporting. Post award compliance includes compiling financial and non-financial data for the preparation of internal reports, compliance reports and grant invoicing.

Additionally, the Grants and Program Evaluation Manager is responsible for facilitating and coordinating the agency's outcomes management processes. This position works directly with the Outcomes Management Team to collect, track, and analyze program data to ensure high-impact programming and a high donor return on investment. A successful candidate for this position will be able to use analytical methods to draw conclusions, and prepare reports and presentations that communicate complex research findings in clear language.

The Grants and Program Evaluation Manager will have the following responsibilities:

- Responsible for becoming thoroughly familiar with the clients and programs of Literacy Advance,
- Research, write and submit grant applications on behalf of Literacy Advance,
- Develop and maintain a rolling two-year grant application calendar for all grant requests and external compliance reporting,
- Develop and adhere to grant administration policies and procedures in accordance with state, local, and federal regulations,
- Perform various general grant administration functions such as invoicing, budget amendments, plan changes, program evaluation, etc.,
- Ensure accurate and timely preparation of grant invoicing and reports in conjunction with the Development Director and the Program Director,
- Create and maintain appropriate spreadsheets and documentation to support grant expenses,
- Responsible for ongoing monitoring of grant budgets and expenditures to ensure targets are met,
- Maintain ongoing monitoring of grant program goals and monthly performance,
- Work with appropriate agency departments to gather data for reports and ensure that proper records are maintained,
- Work with Outcomes Management Team to develop agency outcome management models and program targets, and ensure goals are being monitored,
- Communicate relevant grant information with agency departments and all appropriate internal users,
- Maintain accurate and up-to-date grant files, including GiftWorks database profiles,
- Prepare written & statistical reports for various audiences,
- Serve as the program database administrator, and
- Perform other duties as assigned.

**Qualifications:** A Bachelor's degree in any discipline and three years of related work experience is required, with record of personal success in grant activity, fundraising, and nonprofit program evaluation. The Grants and Program Evaluation Manager must demonstrate excellent written and verbal communication skills, knowledge of nonprofit grants process and Houston area grant-makers, proficiency in research and project management, ability to interpret and analyze quantitative and qualitative data, and experience with project planning, budget development, program evaluation metrics, and presentations. Proficiency in program evaluation, reporting with metrics, and industry best practices is necessary for success in this position.

**Salary/Hours:** This is a regular full-time, exempt position based at our Wilcrest office location. This position is eligible for health and dental benefits, as well as a PTO accrual of 6 hours per pay period for a total of 144 hours annually. Occasional evening and weekend work may be required and reliable transportation is also necessary, with mileage reimbursed according to agency policy guidelines. Salary is dependent on qualifications and experience.

**Application Method:** Send resume and cover letter describing your qualifications and salary requirements to the following.  
No phone calls please.

Our apologies, but only short-listed candidates will be contacted.

Email: [human.resources@literacyadvance.org](mailto:human.resources@literacyadvance.org)

Mail: ATTN: Human Resources  
2424 Wilcrest, Suite 120  
Houston, TX 77042

Fax: 713.266.8889

**Opening Date:** This position is available May 1, 2012.

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mjobs@sw.uh.edu](mailto:mjobs@sw.uh.edu) with the hiring details of your new job opportunity.***

***Thank you***