



**JOB TITLE:** Grants and Evaluation Manager

**DATE WRITTEN:** July 2021

**FUNCTIONAL AREA:** Administration

**DATE APPROVED:** August 2021

**REPORTS TO:** Chief Executive Officer

**PREPARED BY:** Patricia Hibbeler

**GRADE:** Full time - Exempt

**SALARY:** DOE

**POSITION SUMMARY:**

The Grants and Evaluation Manager oversees the award and post-award of a grant lifecycle to include the implementation and close-out processes and provides support for the pre-award process. Responsibilities include coordinating programmatic data collection, evaluation and compliance measures and report writing. The position will also interface with external evaluators, identify data-driven program improvement areas to meet grant objectives and monitor close-out processes; provide support for researching and identifying potential fund sources by researching, selecting sources coinciding with PIC's mission and programs, and building relationships with foundation and government staff.

**Duties and Responsibilities include the following:**

- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor
- Preparation of reports and recommend adjustment of associated targets based upon the data and implement next steps
- Serve as a liaison with principals and other departments on issues regarding grants
- Monitor interventions and programs funded by grants to ensure compliance with grantor guidelines
- Collaborate with Program Managers to coordinate evaluation outcomes and processes related to the specific fund source
- Lead with external evaluation of grant programs objectives
- Work with service area team members to develop key performance indicators. Participate in the identification of areas of impact and the development of a comprehensive strategy for measuring the impact of services
- Oversee the preparation and timely submission of reports, amendments, and budget recommendations
- Work collaboratively with team members to ensure compliance with all grant requirements
- Perform related work as required. Maintain proficient knowledge of the organization's history and programs
- Take the lead on all grant reporting and maintain calendars, deadlines, etc.
- Support in identification of needs/gap areas for potential funding based upon organizational services
- Maintain a detailed grants calendar for all phases of the grant cycle from pre-award, award and post-award
- Interface with grant and program project officers
- Assist with budget development as needed
- Develop and maintain relationships with partners and attend grant orientation meetings

- Ensure that external communications including marketing materials, messages, correspondence, and other materials are consistent and follow branding guidelines
- Coordinates internal data collection and assists with evaluation and compliance measures
- Effectively communicate results both internally and externally and create systems for using data to provide ongoing feedback and support for the improvement of program practices
- Provide content for production of publications, presentations, and research resources designed to inform stakeholders and policymakers
- Provide support in researching for funding opportunities from various sources
- Other duties as assigned

**Education and/or Experience:**

Bachelor's degree with a focus on evaluation preferred and four years of experience or any equivalent combination of education and experience

**Requirement Qualifications:**

- Minimum of 2 years of grant implementation and/or writing experience
- Minimum of 2 years of program evaluation
- High level proficiency in Microsoft Office products and data collection systems
- Minimum of 2 years of experience assisting with preparation of grants, the grant implementation cycle, preparation of budgets, preparing and submitting reports
- Strong attention to detail and ability to meet requirements on time

**Preferred Qualifications:**

- Ability to work collaboratively as a team and with internal and external services and build strong working relationships
- Excellent time management
- Excellent interpersonal skills, including good communication skills, listening skills, and attitude
- Ability to work independently and exercise a high level of confidentiality

**PREFERENCE:**

In accordance with the Indian Preference Policy, preference is given to American Indians. To claim American Indian preference, a copy of tribal affiliation must be submitted with resume and supplemental information form.

**Note - All staff requirement:**

- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements

**SUBMIT CURRENT APPLICATION PACKET TO INCLUDE:**

- A complete Application Packet includes (1) cover letter, (2) resume (3) supplemental information form
- Via Email: [info@phxindcenter.org](mailto:info@phxindcenter.org)
- Mail Service: PHOENIX INDIAN CENTER, INC. - Personnel | 4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012
- PH: 602-264-6768 | FAX: 602-274-7486
- [www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us
- NOTE: Supplemental Information Form can be found at [www.phxindcenter.org/employment/](http://www.phxindcenter.org/employment/)