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
• 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 Click on Contact Us
• NOTE: Supplemental Information Form can be found at www.phxindcenter.org/employment/

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