

POSITION ANNOUNCEMENT:

**PROGRAM MANAGER**

**Background**

Founded in 1990 as the Greater Houston Women's Foundation, The Women's Resource of Greater Houston provides free financial education classes to over 2,500 individuals each year; implements Project LEAD (Leadership Education and Development)- a program for high risk 9<sup>th</sup> and 10<sup>th</sup> grade girls; and supports research that focuses on issues critical to women, girls and families.

The Women's Resource seeks a qualified candidate to direct the daily operations for our financial education programs which includes free personal finance classes and Project LEAD. This position presents a phenomenal opportunity for the candidate to play a major role in shaping the organization's growth and our impact on the lives of low income Houstonians.

Under supervision of the Executive Director, the Program Manager will:

- Oversee all aspects of the financial education program- recruit and secure agencies/schools; schedule classes; recruit and match volunteers; collect evaluations; and follow up after classes.
- Develop and maintain detailed knowledge of and strong working relationships with organizations, partner agencies, schools and external stakeholders involved in financial education.
- Assist Executive Director in conducting funding research and writing grant proposals and reports.
- Identify financial education needs in the community and market The Women's Resource financial education programs.
- Serve as a back up for volunteer instructors if a volunteer is unable to conduct a scheduled class.
- Create and manage corporate volunteer recruitment program.
- Complete program evaluation- track outputs and outcomes, prepare monthly and annual program report data and make recommendations on needed program adjustments.
- Recommend, develop and modify curriculum based on needs, research and changes in the field.
- Oversee feasibility study and integration of social networking into financial education programs.
- Ensure that annual goals are met and that the financial education programs are sustainable.
- Work with Executive Director and committee members to develop long term strategic direction.
- With Executive Director, draft content for three annual newsletters.
- Keep current with changes in the field through research, reading, professional affiliation and/or continuing professional development.

The ideal candidate will have experience in some or all of the following:

- Financial education and/or asset building
- Curriculum review and development
- Managing volunteer recruitment and recognition programs
- Working with corporate volunteer groups
- Experience in community/neighborhood based programs
- Project planning from conception to completion

## Qualifications

- ◆ Highly motivated, resourceful individual who has held increasingly responsible positions.
- ◆ Self-directed, independent worker who takes initiative and is able to solve problems.
- ◆ Capacity to manage the processes that support the duties of this position.
- ◆ Understanding of how financial education effects families' ability to become self sufficient and its relationship to the community development process.
- ◆ Creative ability to develop programs and projects and to leverage and/or create the resources necessary to support them.
- ◆ Experience working with various stakeholders and ability to bring diverse groups together to accomplish a common goal.
- ◆ Able to work in a fast-paced environment while managing multiple priorities.
- ◆ Attentive to detail and ability to respond to deadlines on time and within budget.
- ◆ Professional that works with poise, confidence and team-oriented approach.
- ◆ Advanced proficiency in Microsoft Word, Excel, internet research and social networking.
- ◆ Excellent organizational, verbal, written and interpersonal communication skills.
- ◆ Non-profit experience or demonstrated thorough understanding of the field.
- ◆ Flexible and positive attitude, sense of humor, patience, character and integrity.
- ◆ Bachelors degree required.

Position Opening Date:        June 29, 2009

The Women's Resource would like to fill this position as quickly as possible and it will remain open until filled. All candidates are asked to EMAIL the documents below.

1. Cover Letter
2. Resume
3. Writing Sample (1 - 3 pages, 12 point font) that addresses the question- How can financial education help families achieve self sufficiency?
4. Three Professional References

Only qualified applicants that submit all documents requested above will be considered. Documents should be sent to:

LaTanya Flix  
Executive Director  
lflix@thewomensresource.org