

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 and research so that women and girls have the knowledge they need to make sound financial decisions and improve their lives. We accomplish this mission by annually teaching free financial education classes to over 4,500 individuals; implementing Project LEAD (Leadership Education and Development) for at risk 9th and 10th grade girls; and supporting research on issues critical to women, girls and families.

The Women's Resource seeks a qualified candidate to manager the daily operations of our financial education programs. This position presents a phenomenal opportunity for the candidate to play a major role in shaping the organization's growth and our impact in Houston.

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

- ❖ Oversee all aspects of the financial education programs to include: recruit and maintain relationship with partner agencies, schools, and volunteers; schedule classes; recruit, interview and prepare Project LEAD facilitators; and oversee program evaluation.
- ❖ Direct all aspects volunteer management - recruitment, placement, recognition, and retention.
- ❖ Identify financial education needs in the community and promote The Women's Resource programs.
- ❖ Oversee program evaluation to include: track outputs and outcomes; prepare monthly and annual report data; work with external evaluators; and make recommendations for program improvements.
- ❖ Recommend, develop and modify Project LEAD curriculum and evaluate financial education class curricula.
- ❖ Assist Executive Director in conducting funding research and writing grant proposals and reports.
- ❖ Work with Executive Director and Education committee to develop strategic direction and ensure annual goals are met.
- ❖ Draft content for three annual newsletters.
- ❖ Serve as a backup for volunteer instructors if a volunteer is unable to teach a scheduled class.
- ❖ Develop and maintain detailed knowledge of and strong working relationships with external stakeholders involved in financial education.
- ❖ Stay abreast of 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
- Volunteer management
- Curriculum review and development
- Project planning from conception to completion
- Experience in community/neighborhood based programs

Qualifications

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

Position Opening Date: April 6, 2011

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 three documents listed below.

1. Cover Letter stating how your skills are a match for this position
2. Resume
3. Writing Sample (1 - 2 pages, 12 point font) that addresses the question- How does financial education help families?

Documents should be sent to:

LaTanya Flix
Executive Director
lflix@thewomensresource.org

Only qualified applicants that submit ALL documents requested above will be considered.

We appreciate your interest in our organization.
NO PHONE CALLS OR EMAIL INQUIRIES PLEASE