



Title: Program Evaluation & Grants Manager
Department: Administration and IT
Immediate Supervisor: Chief Financial Officer
Location: Downtown Los Angeles with some travel to Pacoima & Santa Monica

Job Summary:

Staff member is responsible for the monitoring of current government contracts, the tracking of Chrysalis' program performance, and the development of new grant opportunities.

Requires a bachelor's degree in a related area and, 3-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within the field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks working under general supervision. A wide degree of creativity and latitude is required.

Duties and Responsibilities to include but not limited to:

Government Grants Management: 45%

- Compile and submit program reports for approximately 10 government grants.
- Utilizing various databases, spreadsheets, and other tracking tools, monitor progress towards specific outcomes for program participants.
- Monitor contract requirements regarding documentation of services and outcomes.
- Maintain a calendar of grant report due dates to ensure timely reporting.

Performance Tracking & Evaluation: 35%

- Responsible for tracking Chrysalis' overall program performance – across Client Services and Chrysalis Enterprises departments – and maintaining data on our outcomes and services.
- Develop and update regular reports for various audiences – including staff, board members, donors, press, etc.
- Oversee the compilation of monthly performance statistics from staff throughout the organization.
- Analyze program results and progress towards specific outcomes and goals.
- Coordinate data sharing across our Chrysalis Enterprises and Client Services divisions.

Government Grant Writing: 20%

- Working across departments to develop and write proposals for new grants along with renewal applications for existing grants.
- Monitor the release of RFPs / RFQs from all prospective funders – making recommendations as to the funding leads we should pursue.

- Serve as a liaison with government grant administrators at agencies such as the Los Angeles Homeless Authority (LAHSA) and the City of Santa Monica. Communicate regularly about program issues, updates, and new funding opportunities.

Perform other tasks and special projects as required.

Job Skills & Qualifications:

1. Bachelor's degree required.
2. Demonstrated analytical skills and facility with data.
3. Organizational skills, including the ability to manage detailed reports, pay close attention to detail, and work under deadlines.
4. Must be flexible, highly organized, detail-oriented, and able to work both independently and in collaboration with staff across departments.
5. Must have excellent communication skills, including the ability to clearly present data to a variety of audiences.
6. Experience in grants management and reporting preferred.
7. Commitment to addressing the needs of low-income people.
8. Computer literacy required. Must be proficient in Internet research, Word, Excel and database programs and be willing to learn other applications.
9. Car, valid driver's license and insurance required.

Staff member will work between the Downtown, Santa Monica and Pacoima offices as needed, rotating on a regular basis. Primary office location will be Downtown Los Angeles.

To Apply:

Please email a thoughtful **cover letter** and **resume** to Nicole Brogna at nicoleb@changelives.org. Read more about Chrysalis at www.changelives.org.