



A brighter tomorrow for children and families in Texas.

Position: Grant Analyst
Classification: Full-time, Exempt
Reports to: Manager, Program Development and Evaluation
Location: Memorial Drive, Houston, TX
Benefits: Yes

Position Description:

The Grant Analyst position is responsible for operationalizing research and evaluation requirements of grants and contracts. These responsibilities include data management, outcome evaluation design and implementation, statistical analysis, and report writing. This position will also conduct process evaluation, assist in contracts management and reporting, and be responsible for the management of large, complex databases.

Experience/Skills Required:

- Bachelor's degree in behavioral or social science or a related field.
- Grant project-monitoring experience, including a demonstrated ability to analyze data, implement process and outcome studies; and write grant and contract reports and renewals or work related experience with statistical analysis and relational/flat databases.

Experienced/Skills Preferred:

- Master's degree in behavioral or social science or a related field.

Work Conditions:

- Flexible Work Environment: Hybrid - Office, Remote
- Flexible Range of Schedule: Mon-Fri, 7:00 am to 8:00 pm
- Travel: None

Please apply to:

<https://depelchinchildrenscenter.applytojob.com/apply/IUD0MIOCD1/Grant-Analyst>