

## **Prison Entrepreneurship Program Grants Manager (Grant Writer)**

### **Mission**

The Prison Entrepreneurship Program (PEP) is a social enterprise non-profit 501(c)(3) organization that unites executives and inmates through entrepreneurial passion and servant leadership to transform lives, restore families and rebuild communities.

### **About PEP**

PEP is a prison entrepreneurship pioneering organization based in Houston, Texas, with offices in Dallas and Austin and operations inside Texas prisons. We accomplish this mission by linking top business leadership and academic talent with program participants through an MBA- level curriculum, mentor relationships and straight-up entrepreneurial passion. PEP equips inmates with the necessary tools to transform their lives and become successful citizens and business owners. Graduates of PEP's in-prison program earn Certificates in Entrepreneurship from the Baylor University Hankamer School of Business (among the Top 5 entrepreneurship programs in the country).

Since its inception in May 2004, PEP has recruited thousands of senior level executives to serve as volunteers/business plan competition judges, and +800 business school students from +40 MBA programs across the country to serve as weekly advisors for the inmates' business plans. PEP has graduated more than 2,400 inmates (who have started +390 businesses), maintained a 100% employment rate within 90 days of release, and achieved a 3-year recidivism rate of under 8%. An independent study by Baylor University determined that PEP's results are unsurpassed by any prison program in Texas, and that every dollar donated to PEP generates at least a 340% measurable impact on the broader community. An independent study by Harvard's ICIC showed that PEP makes an annual \$122mm GDP impact in Texas resulting in \$4.3 million total State and Federal tax savings and delivers a 794% 5-year return on investment.

### **Job Summary**

PEP seeks an experienced, innovative, articulate and energetic Grants Manager (Grant Writer) to develop and execute a grant writing and corporate partnership revenue growth plan.

He/she will develop proposals and letters of inquiries; ensure that the department meets grant deadlines; and will work in maintaining the donor database. Further, he/she will ensure that all communication, documentation and marketing materials are available for submission to foundations. The Grants Manager will also work in the preparation, editing and submission of progress reports.

### **Responsibilities**

The Grants Manager (Grant Writer) is responsible for leading PEP's efforts in four critical and often interrelated areas (described below):

#### **Planning**

- Develop a comprehensive plan for the identification, cultivation and solicitation of potential funding sources through Foundations and Corporate Partnerships.
- Knowledge of grants acquisition, research techniques, and sources.
- Knowledge of formal proposal procedures and language.
- Ability to research, locate, evaluate, and prioritize funding sources.
- Develop a production schedule and calendar for grant and sponsorship applications and required reports to our Foundations and Corporate partnerships.

#### **Execution**

- Keep up to date on innovations that are shaping the present and future of Foundation and

Corporate Partnerships engagement.

- Revise and update PEP's current and next generation proposal materials.
- Ability to prepare accurate and persuasive grant proposals to maximize potential for receiving grant funds.
- Complete, submit and follow up on grant applications as necessary (e.g., producing grant status reports with Foundations and Corporate Partnerships decision makers and influences).
- Ability to administer grants/contracts in compliance with legal guidelines and restrictions.
- Ability to prepare and interpret technical reports and legal contracts/agreements.

### **Strategic**

- Develop a networking plan for PEP's Chief Executive Officer, Chief Development Officer and Foundations & Corporate Partnerships Manager to meet key foundation and corporate executives, board members and key influential stakeholders to provide leverage in obtaining larger and year-over-year grants.
- Help PEP's Foundations and Corporate Partnerships team be storytelling and data-driven communicators to drive the PEP message of transformational social impact.
- Contribute to PEP's financial planning efforts to ensure that projections are consistent with grant requirements.
- Conduct extensive research and preparation for meetings with key Foundation and Corporate executives.
- Ability to research funding sources and to be creative in overcoming funding barriers of grantors.
- Prioritize grants by greatest chance to be awarded and PEP's ability to influence funding outcomes.
- Invite Foundations and Corporate Partnership decision makers and key influencers to PEP events; create bios on attendees; join in on key events where Foundations and Corporate Partnerships will be in attendance.

### **Research & Reporting**

- Research existing and new Partnerships to understand who the internal stakeholders are, how PEP aligns with their strategy for funding and what connections or speaking engagements PEP can leverage to maximum influence.
- Meet donors' grant tracking requirements (e.g. produce semi-annual and/or annual reports on uses of funds and the evidence-based impact that funds are producing).

### **Required Education**

- Minimum of BA or BS degree in business, marketing, communications, journalism, or equivalent writing and editing experience.
- MBA or other graduate degree preferred.

### **Competencies**

- Excellent communication (verbal and written) and interpersonal skills.
- Ability to articulate effectively, intelligently, credibly and passionately the story of PEP.
- Knowledge of effective and efficient methods for organizing and maintaining records and ability to perform the same.
- Knowledge of the principles and practices of grant administration and grant writing skills.
- Ability to read and understand complex application documents.
- Ability to prepare and maintain reports in an accurate, complete and timely manner.
- Ability to work independently and with limited supervision.
- Ability to present a positive and professional image of PEP.

- Ability to maintain security of confidential records and information.
- Ability to pay attention to detail and ensure compliance with complex reporting and agreement specifics.
- Ability to plan, organize and prioritize work in compliance with quality standards and deadlines.
- Possess excellent analytical and prospect research skills.
- Meticulous attention to detail with the ability to meet deadlines.
- Experience with foundation research tools and methodology is also a plus.
- Proficiency with Associated Press Style Guide writing.

### **Job Requirements**

- Houston-based position.
- Some travel required.
- Occasional prison attendance required.
- Occasional evening and weekend events.

### **Organization Information**

- Competitive salary (dependent on experience), with company paid medical, dental, vision and life insurance benefits and a SIMPLE IRA.

Please email résumé, cover letter with salary requirements and the following documents (required) to: [recruiting@pep.org](mailto:recruiting@pep.org)

- 2-page writing sample
- Metrics for annual submissions, hit rate and dollars raised

For more information on PEP, please visit [www.pep.org](http://www.pep.org)

## **PRISON ENTREPRENEURSHIP PROGRAM'S 10 DRIVING VALUES**

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### **1. “Fresh Start” Outlook**

PEP believes that every inmate is not just a criminal, but a human being in need of a true second chance (which for many of them may actually be a legitimate first chance). We will treat every inmate with respect, regardless of background or personal history. We strive to equip human beings to achieve their full potential. We believe that people can change, dignity can be restored and that society will reap bountifully.

### **2. Servant-Leader Mentality**

PEP believes that with leadership comes the overriding responsibility to be of service to others. We believe the contributions we make in the lives of others are far more important than our own accomplishments. We will lead by example with humility at the sacrifice of personal glory. PEP exists because of our desire to serve all those with whom we come in contact, especially our participants, executives, partners, donors, prison staff and the community at large.

### **3. Love**

We are committed to service in love. PEP leaders will be patient and kind, never envious or boastful or rude. We will not seek our own way nor be easily provoked, rather we will bear all things and endure all things. We will rejoice in the truth and always seek out the best in others.

### **4. Innovation**

We embrace a pioneering spirit and are constantly in the pursuit of innovation and improvement in our efforts to help others. We expect dramatic change. We are committed to seeing beyond the current perception, and even the current reality, to break stereotypes and shape new futures.

### **5. Accountability**

We know that without accountability, neither our participants nor executives will be changed by PEP. We will do everything in our power to help the participants succeed in life, but we provide only opportunities and tools; participants must want to change. Consequently, PEP only commits time and resources to those who demonstrate a desire to help themselves. PEP enforces a “no wiggle room” accountability program with participants.

PEP volunteers and employees will likewise be held to a high standard of accountability, being required to take ownership of their initiatives and follow through with their commitments.

### **6. Integrity**

We model and require complete honesty and integrity in all our relationships and endeavors. Integrity means more to us than simply the absence of deception; it means we are completely forthright in all our dealings. We say what needs to be said, not simply what people want to hear. And we are truthful with ourselves, listening attentively to feedback from others as they speak into our lives, correct us and reveal to us our blind spots.

### **7. Execution**

We place an emphasis on execution—the ability to get things done. We expect to deliver outstanding and timely results. Big thoughts don't matter if they are not turned into action. Self-discipline is a core element of our organization's culture. We sweat the small stuff. We hire people with a strong track record of successful execution.

### **8. Fun**

Work is an important part of life and it should be fun and rewarding. We seek to create a work environment that encourages laughter, imagination, fellowship and creativity. We regularly celebrate positive results and recognize those involved in the success.

### **9. Excellence**

We are dedicated to pursuing excellence in every area, despite the difficulties that arise from setting high standards. We seek to work with and learn from the best of the best. We are dedicated to developing excellence in leadership throughout our organization—leadership of projects, ideas and the promotion of our 10 Driving Values. PEP is committed to working with people and organizations who share our values and mission.

### **10. Wise Stewardship**

We are committed to the mentality of a steward— someone entrusted with another's wealth or property and charged with the responsibility of managing it in the owner's best interest. We will apply donors' funds as

promised. We are committed to being a lean organization, and as a staff, we are also committed to modest salary and expense levels. We use funds intelligently, efficiently and strategically to achieve maximum benefit for all whom we serve.