

**DECISION INFORMATION RESOURCES, INC.**  
(www.dir-online.com)

**Position Description**

**Job Title:** Management Associate

**Job Summary**

The Management Associate seeks and responds to requests for proposals (particularly for state and federal contracts), and markets DIR's capabilities to provide research, evaluation, and consulting services in DIR's six areas of expertise: children and youth; communities and organizations; consumers, markets, and demographics; education; health and human services; and labor and economics. The position also prepares detailed budgets for proposals and manages budgets for ongoing projects.

The Management Associate performs research and evaluation services for government, private, and nonprofit organizations. The Management Associate also directs projects, implements studies, analyzes data, and writes reports, which include program evaluations, needs assessments, marketing analysis, and customer satisfaction surveys.

**Essential Duties and Responsibilities**

1. Administer and manage all aspects of projects
2. Analyze data
3. Write and submit proposals and project reports
4. Develop, review, and oversee project budgets and expenditures
5. Travel to fulfill contract and company obligations and responsibilities
6. Develop business relationships to market DIR's research and evaluation services

**Work Competencies**

The Management Associate must possess the following attributes:

- Ability to manage research and evaluation projects
- Ability to market DIR's capabilities in public and private sectors
- Thorough understanding of DIR's capabilities, as well as those of DIR's competitors and potential partners
- Ability to solve problems analytically
- Ability to interact with people at all levels diplomatically and skillfully
- Possess excellent written and verbal skills
- Ability to work independently and collaboratively
- Ability to multitask and be productive under pressure
- A high level of self motivation and maturity
- Advanced knowledge of Microsoft Office, especially Word, Excel, and PowerPoint

## **Education and Experience**

The successful candidate must have at least 5 years of relevant work experience that reflect a progression in responsibilities and skills. Bachelor's degree required, advanced degree preferred. He or she must have basic knowledge of financial, accounting, marketing, and management principals and concepts.

## **Typical Physical Demands and Working Conditions**

- The job requires sitting, standing, and bending and a normal range of hearing and vision
- You may be required to work more than 40 hours per week. Work is performed in a typical office setting.

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Submit your resume by email to [mdixon@dir-online.com](mailto:mdixon@dir-online.com). This is an immediate opening, and we hope to start interviewing the week of June 21, if not earlier.

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*Decision Information Resources, Inc. (DIR) was founded in 1984 and is a research, evaluation, and technical assistance firm. DIR conducts program evaluations, research, and client surveys and performs additional technical support tasks for federal (for example, the U.S. Departments of Education and Labor), local (for example, the City of Houston and Harris County), foundation (for example, the W.W. Kellogg Foundation), and private clients. DIR offices are located in the Greenway Plaza area of Houston, Texas.*