



## Program Associate

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DC Public Education Fund (DC Ed Fund) supports DC Public Schools (DCPS) by raising private dollars for the district's most innovative start-up initiatives. In the last decade, Ed Fund has raised over \$180M from foundations, businesses, and individuals to seed catalytic drivers of change. As DCPS' sole philanthropic partner, our dollars position the district to accelerate programs, test cutting-edge ideas, and drive outcomes through innovation.

We are seeking a dynamic Program Associate who is excited to join a small team to make a big impact. As one of three Program Associates at DC Ed Fund, this role works closely with DCPS teams to support the management and implementation of high-impact grant-funded programs to accelerate student achievement. Ed Fund is committed to diversity, equity, and inclusion as part of our work. Our public and transparent DEI statement can be [viewed here](#).

*Note: Due to COVID-19, the application process for this role will be entirely virtual. Our team is currently working virtually, and the Program Associate will likely begin this position virtually, with an expectation that they can work locally in Washington, DC once health conditions allow.*

### General Overview:

Reporting directly to the Managing Director, the Program Associate manages a portfolio of grants. This includes managing all aspects of the grant cycle—application writing, planning and implementing spending, and reporting—which includes close collaboration with DCPS teams. Specifically, a portion of the role is dedicated to receiving and processing disbursement requests for all spending, tracking budgets, and securing data for report writing. The Program Associate additionally assists the Executive Director as needed, and supports overall operational responsibilities for the organization as necessary. An excellent Program Associate values strong stakeholder relationships, stresses about the details, manages long-term projects, and works hard to communicate effectively in all forms.

### Core Responsibilities:

As a liaison between DC Ed Fund and DCPS, the Program Associate will manage a portfolio of grant-funded programs. The Program Associate will primarily:

- Effectively project manage grant programs and support DCPS to refine goals, objectives, desired outcomes, and success metrics
- Manage budgets and spending to support program implementation for DCPS initiatives, including open communication with DCPS teachers, administrators and Central Office staff to secure all information required to disburse grant funds
- Liaise with consultants and outside vendors to negotiate service agreements
- Support the grant reporting process and be responsible for sending directly to funders
- Collaborate with Managing Director and other team members to develop more efficient internal procedures
- Support admin responsibilities as necessary, such as scheduling and meeting logistics

Support Special Projects, including:

- DC Ed Fund's annual Standing Ovation for DC Public Schools
- Organization goals updates, strategic plan development, and fundraising strategies
- Internal projects to improve the organization's work



### Qualification Requirements:

Candidates should have a passion for education and a belief that all children deserve an excellent education. A successful candidate will possess:

- Bachelor's degree or commensurate experience to a bachelor's degree
- Approximately 2-3 years of professional experience
- Comfort using and expanding knowledge on Microsoft Excel, Word, Outlook, and PowerPoint
- Strong verbal communications skills
- Strong analytic, strategic, and planning skills
- Top-notch writing skills, and a desire to dedicate significant time and energy to writing multiple types of documents (reports, presentations, proposals)
- High level of personal responsibility, initiative, and motivation with strong organizational skills; ability to drive projects forward and be persistent, as well as be flexible and patient
- Excellent interpersonal skills, aptitude for working with a wide range of individuals, and strong collaborative teamwork skills
- Ability to work both independently and collaboratively in a deadline-driven environment
- Commitment to fostering diverse, equitable and inclusive practices in all workstreams and challenging practices which may be exclusionary

DC Ed Fund is committed to creating a flexible, and dynamic work environment that supports excellence. We are committed to developing our team as collaborative and thoughtful leaders, and provide opportunities for growth along with excellent benefits to ensure that we attract and retain great people. Some of the great Ed Fund benefits include, but are not limited to: funding for professional development, potential for a performance-based annual bonus, 401K match, monthly transit benefit, and excellent health care options.

Salary will be commensurate with background and experience. The salary band for this role starts at \$60,000. DC Ed Fund is an Equal Opportunity Employer and has a strong commitment to [Diversity, Equity, and Inclusion \(DEI\)](#).

### To apply:

Send your resume to [info@dcedfund.org](mailto:info@dcedfund.org) with the subject heading "Program Associate." In lieu of a cover letter, please answer the following two questions and send as a separate PDF or Word doc with your resume. Please keep total word count for both questions under 400 words. Applications with longer responses will not be considered.

1. What excites you the most about working at Ed Fund?
2. What evidence of success can you share to show that you will excel at Ed Fund?