



## **Consultant: Banneker Bound Grant Manager**

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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 Consultant to be the Banneker Bound grant manager dedicated to ensuring Benjamin Banneker High School becomes one of the top high schools in the nation. This role works closely with DC Public Education Fund and Benjamin Banneker Academic High School (BBAHS) to support the management and implementation of a high-impact grant-funded program to accelerate student achievement at BBAHS. Ed Fund is committed to diversity, equity, and inclusion as part of our work. Our public and transparent DEI statement can be [viewed here](#).

**Location:** Located in Washington, D.C., candidates must either reside in the area or have the capability to commute to Benjamin Banneker Academic High School. This position requires on-site availability a minimum of 3 days per week during standard school hours.

**Position Type:** Consultant, Temporary Contract

**Duration:** This is a temporary position spanning from May 2024 to August 2024.

**Reports To:** Principal of Benjamin Banneker Academic High School and DC Public Education Fund's designated staff

### **General Overview:**

The Grant Manager will play a pivotal and multifaceted role in the management of the Banneker Bound Grant at Benjamin Banneker Academic High School, acting as the key liaison between the school and DC Ed Fund. In this integral position, the Grant Manager is tasked with overseeing grant-funded initiatives, meticulously managing budgets, skillfully handling disbursement requests, identifying suitable vendors, and providing dedicated support for special projects. Directly reporting to the Principal of Banneker High School the grant manager will spearhead the comprehensive management of the Banneker Bound grant, ensuring seamless project execution, and fostering collaborative relationships with diverse stakeholders. This entails overseeing all facets of the grant cycle, from meticulous report writing to strategic planning and effective spending implementation. In addition to these responsibilities, the grant manager will serve as a valuable asset to the Principal, offering support as needed, and contributing to the overall operational efficiency of the school. The Grant Manager will be responsible for spending at least \$400K annually in support of the mission to make Benjamin Banneker High School a top-rated high school.

An exceptional grant manager in this role will embody the values of fostering strong stakeholder relationships, demonstrating acute attention to detail, adeptly managing long-term projects, and diligently working towards effective communication in all its forms.

### **Essential Duties and Responsibilities:**

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

As a liaison between DC Ed Fund and BBAHS, the Grant Manager will manage the Banneker Bound grant. The Grant Manager will primarily:

- Effectively project manage grant programs and support BBAHS to refine goals, objectives, desired outcomes, and success metrics
- Manage budgets and spending to support program implementation for BBAHS initiatives, including open communication with DCPS teachers, administrators, and DC Ed Fund 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 DC Ed Fund
- Collaborate with the Principal and other team members to develop more efficient internal procedures
- Support admin responsibilities as necessary, such as scheduling and meeting logistics
- Spearhead recruitment and engagement events such as alumni recruitment events and student recruitment

events

Support Special Projects, including:

- Support tracking and managing mini-grants for students in need of assistance
- Support the implementation of the dual enrollment program with a selected University partnership
- Support the scholarship application cycle for students
- Spearhead the implementation of a guest speaker series where career professionals will visit Banneker to deliver keynotes and teach courses

### **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 communication 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

### **Compensation Details:**

- **Hourly Rate:** Up to \$100 per hour, commensurate with qualifications and experience.
- **Hours:** The consultant is expected to work a flexible schedule, with a minimum of 20 hours per week not to exceed 40 hours per week.
- **Work Environment:** This position offers a hybrid work model, with the consultant required to report to the school in person at least three days per week.
- **Benefits:** Please note that this is a temporary position and does not include any benefits.

### **To apply:**

Send your resume to [info@dcedfund.org](mailto:info@dcedfund.org) with the subject heading "Consultant: Banneker Bound Grant Manager."

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 the 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 with Benjamin Banneker Academic High School?
2. How have you demonstrated success in previous roles that align with the responsibilities of this position? Please provide examples to illustrate your potential for excellence in this role.