



Managing Director, Strategy, Finance, and Operations

The Organization

DC Public Education Fund (DC Ed Fund) is the philanthropic partner to DC Public Schools (DCPS), raising private dollars to accelerate the district's most innovative and high-impact initiatives. Over the past decade, DC Ed Fund has raised more than \$185 million from foundations, businesses, and individual donors to seed catalytic ideas, pilot new approaches, and scale solutions that improve outcomes for students and educators across the city. By serving as a trusted partner to DCPS, DC Ed Fund helps the district move faster, test bold ideas, and strengthen programs that respond to real-time needs in schools. Our work sits at the intersection of public education, philanthropy, and innovation, positioning us to drive meaningful, systems-level impact.

DC Ed Fund is at a pivotal moment, building toward its next phase of impact by scaling proven work while continuing to innovate alongside DCPS. We are seeking a Managing Director of Strategy, Finance, and Operations to join a small, high-impact team and ensure our financial, operational, and grants infrastructure is strong, effective, and aligned to our mission.

The Role

The Managing Director of Strategy, Finance, and Operations (MD, SFO) ensures DC Ed Fund's strategy is translated into consistent, high-quality execution by leading the systems and processes that underpin the organization's financial, operational, grants, and events work. Reporting to the Executive Director, this role operationalizes organizational priorities, oversees finance and internal infrastructure, and ensures that grants, programs, and major events are delivered responsibly and in alignment with DC Public Schools' priorities and DC Ed Fund's goals.

The MD, SFO works in close partnership with the Executive Director and colleagues across the DC Ed Fund to align strategy, fundraising, programs, and operations. The role surfaces and navigates executional risks, capacity constraints, and tradeoffs, helping the organization make informed decisions and remain focused on what is feasible and impactful. This role is accountable for how the organization delivers its work, bringing structure, discipline, and follow-through to DC Ed Fund's strategy. By ensuring strong planning, clear accountability, and operational excellence, the MD, SFO enables DC Ed Fund to be a trusted partner to DCPS and a responsible steward of philanthropic investment.

Location: Our team is currently working a hybrid model of in-person and virtual, and the expectation is that this role would be on-site at least two days per week.

Core Responsibilities

Strategy Execution & Organizational Planning (25%)

- Translate organizational strategy and annual priorities into executable plans, including workplans, staffing models, timelines, budgets, and success metrics.
- Lead internal planning and prioritization processes to ensure alignment across finance, grants, operations, programs, and events.

- Advise the Executive Director on operational risks, capacity constraints, timelines, and readiness for new work.
- Collaborate as a member of DC Ed Fund Leadership to coordinate priorities and solve cross-functional challenges.

Finance & Organizational Sustainability (20%)

- Lead the organization's financial operations, including budgeting, forecasting, cash flow management, audits, and internal controls.
- Oversee organization-wide budgets across programmatic and operating functions.
- Prepare clear, decision-ready financial reports and analyses for the Executive Director and Board.
- Partner with the Executive Director to align financial planning with fundraising projections, grant commitments, and long-term sustainability.
- Coordinate with DCPS finance teams to ensure DC Ed Fund investments are compliant and aligned with district priorities.

Grants, Programs & Execution Oversight (20%)

- Own post-award grant management across the full lifecycle, including budgeting, compliance, reporting, and timeline management.
- Ensure accurate financial stewardship, timely reporting, and strong execution across all funded programs.
- Design and maintain systems, calendars, and project management tools that support effective program and grant delivery.
- Provide oversight of complex or cross-functional initiatives to ensure coordination and follow-through.

Operations, Systems & Events (20%)

- Lead internal operations, including vendor contracts, procurement, compliance, human resources, legal coordination, and organizational risk management.
- Design and maintain scalable systems for finance, grants management, project and performance management, reporting, and events execution.
- Oversee internal human resources and people operations in partnership with an external PEO, ensuring compliance, clear policies, and strong employment practices.
- Manage sensitive and confidential personnel processes and information, including compensation, benefits coordination, and employee relations.
- Own operational planning and execution of Standing Ovation, including budgets, contracts, vendors, timelines, and logistics.
- Partner with Fundraising & Programs colleagues to ensure donor-facing events are operationally strong and well-resourced.

Team Leadership, Stakeholder & Board Support (15%)

- Manage and develop staff across operations, finance, grants management, and events execution.

- Establish clear roles, workflows, expectations, and accountability structures, including designing and maintaining performance management and evaluation systems aligned to organizational goals and values.
- Serve as an operational and financial partner to DC Public Schools and institutional funders on execution, reporting, and compliance.
- Support the Executive Director with Board preparation and materials related to finance, operations, grants, events, and organizational performance.

Core Competencies & Leadership Attributes

- **Strategic Executor:** Translates organizational goals into clear, actionable plans with defined milestones, timelines, and success measures.
- **Goal-Aligned Leader:** Aligns individual and team work to organizational priorities and monitors progress to inform course corrections.
- **Collaborative Leader:** Builds productive relationships across teams and with partners to solve problems, remove barriers, and achieve shared outcomes.
- **Operational Excellence:** Delivers and oversees accurate, timely, and high-quality work products and incorporates feedback to strengthen outcomes.
- **Strong Judgment & Equity-Centered Leadership:** Exercises sound judgment in navigating risk, capacity, and tradeoffs while applying an equity lens to decisions, systems, and people leadership.

Requirements

Experience & Qualifications

- Commitment to educational equity and a belief that all students deserve access to an excellent education.
- Bachelor's degree or equivalent professional experience.
- 8+ years of progressive leadership experience in finance, operations, grants management, or organizational leadership, preferably in a nonprofit, education, or mission-driven organization.
- Demonstrated ability to translate strategy into execution through planning, systems, budgets, timelines, and performance management.
- Strong financial acumen, including experience with budgeting, forecasting, audits, and internal controls.
- Experience overseeing organizational compliance, legal coordination, and risk management in partnership with external advisors, with the ability to identify risks and support informed decision-making.
- Proven experience designing and improving systems and processes that support organizational effectiveness and accountability.
- Experience leading and developing teams, including setting expectations, managing performance, and supporting professional growth.
- Strong communication and collaboration skills, with comfort navigating complexity, ambiguity, and competing priorities.

Preferred Qualifications

- Experience working in or alongside public education systems, school districts, or education-focused nonprofits, particularly DC Public Schools.
- Familiarity with institutional philanthropy, foundation reporting, and grant compliance requirements.



- Experience overseeing human resources or people operations functions, including performance management systems, compensation administration, and confidential employee information.
- Experience supporting Board finance or audit committees and preparing Board-ready financial or operational materials.
- Experience managing complex projects or major events that require cross-functional coordination and external vendors.
- Background in organizational growth, change management, or systems implementation.

Compensation & Benefits

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 providing opportunities for growth along with excellent benefits to ensure that we attract and retain great people.

- Compensation range: \$150,000 - \$190,000 annually. *Salary will be commensurate with background and experience. We typically hire within the lower portion of the salary band to allow for growth over time; most new hires should expect compensation in the lower to mid range of this band.*
- Excellent healthcare benefits (details provided upon request).
- Retirement plan and 401K match.
- Monthly transit benefit
- Monthly Health and Wellness Stipend
- Paid leave, including 18 vacation days a year, as well as sick time, personal days, and holidays. The DC Ed Fund is off for the week between Christmas and New Year's for Winter Break, as well as during July 4th holiday for summer break.
- Professional development opportunities and stipend allowance.

DC Ed Fund is an Equal Opportunity Employer and has a strong commitment [to Diversity, Equity, and Inclusion \(DEI\)](#).

To Apply: Send your resume and cover letter to careers@dcedfund.org