



Program Manager, STEAM Initiatives Job Description

About Californians Dedicated to Education Foundation

CDE Foundation works as a trusted partner with state education leaders and entities to create, resource, and implement solutions that result in a strong and valued public education system that serves every student in California. CDE Foundation serves as the fiscal manager for the California Department of Education (CDE) providing means for philanthropy to invest directly in a public education system that serves nearly 6.2 million students.

We remain committed to seeing every child reach their full potential and strive to leverage our partnerships and expertise in service of a more racially just and educationally equitable teaching and learning landscape. We accomplish this mission in three ways:

- We CONVENE people to build and foster communities of practice in public education
- We COMMUNICATE to build awareness and access to key resources.
- We CATALYZE to Initiate or advance model programs; connect and communicate innovation to the larger educational system

For more information about our programs and work, please visit: www.cdefoundation.org

Position Summary:

CDE Foundation (CDEF) is seeking a Program Manager who will be responsible for leading the operations, project management, and execution of the [Computer Science Educator Workforce Investment Grant](#) that will expand Computer Science professional learning opportunities throughout the state of California. This role will lead the financial and operational components of this project which will include contracting with partner organizations, business operations such as oversight of invoices and payments, processing stipend payments to participating educators, supporting the operational needs of the professional learning offerings, and grant reporting. This role requires liaising with our grant partners at the Sacramento County Office of Education (SCOE), the San Bernardino County Superintendent of Schools, and the University of California Los Angeles (UCLA) as well as many stakeholders from the Computer Science for California (CS4CA) coalition. The role will also directly interact with each region in California's Statewide System of Support to implement regional computer science professional learning opportunities.

The Program Manager will report directly to the Director of STEAM Initiatives, Glennon Stratton, and will collaborate closely with the STEAM Initiatives and CDE Foundation Operations Teams. This is a remote position and should be based in California as a member of the CDE Foundation team. The team is primarily located in the Los Angeles metro area and the San Francisco Bay Area. Occasional travel will be required within California to Sacramento and other locations for staff retreats, key partner events, or regional meetings.

Essential Duties and Responsibilities:

- Liaise with planning team partners (SCOE, UCLA, SBCSS, & CDEF) on a regular basis to ensure they are updated on current operations, execution, and status of components of the project while providing time for strategic adaptations and effective implementation of the project.
- Manage communication with project partners regarding project requirements, deliverables, modifications, and expectations.
- Manage grant life cycle using appropriate grant management tools for set-up, monitoring and reporting such as the use of a cloud grants management platform, Fluxx.
- Oversee creation, approval and monitoring of contracts with consultants and MOUs with partner organizations that adhere to grant project plans and budgets.
- Manage grant budget and program implementation ensuring alignment with grant agreement.
- Lead the planning team through changes with grant revisions, modifications, no-cost extensions, and budget realignments.
- Coordinate and oversee all grant reporting while ensuring timely delivery of high-quality reports which meet funder requirements.
- Collaborate with the finance and operations team to prepare financial reporting for the planning team on a monthly or quarterly basis.
- Oversee invoicing and payment of subcontractors in coordination with the finance and operations team.
- Communicate internally with CDE Foundation colleagues regarding connections between CDE grant portfolio and CDE Foundation program areas, partnerships, and other initiatives to ensure continued alignment.
- Perform other duties as assigned.

Minimum Qualifications (Knowledge, Skills and Abilities):

- *Organizational:* Outstanding project management skills and attention to detail. Excellent organization skills, including ability to plan, prioritize, coordinate multiple projects with complex budgets and meet deadlines.
- *Strategic:* Ability to think and execute strategically, anticipate future consequences and trends, and incorporate them into project plans and partner relationships.
- *Content Expertise:* Demonstrated understanding of grants management with proven experience working with funders and executive leadership. Fluent in basic accounting principles with specific expertise in project budget and financial management. Experience working in PK-16 education desired whether in the classroom, administration, advocacy, policy, etc. Knowledge of California-specific education systems and policies preferred.
- *Communication:* Excellent written, verbal, and interpersonal communication skills interacting with a range of stakeholders including C-level executives, funders, external vendors, partner organization leadership and staff, and community representatives. Demonstrated ability to communicate clearly, professionally, and persuasively in written and verbal format, particularly in grant writing contexts. Multilingual abilities are a plus.
- *Technology:* Proficiency with Microsoft Office suite and Google Workspace, especially Excel for budgeting and financial reporting. Ability to quickly learn and manage new online cloud systems including Box (file storage), Fluxx (grants management), Xero (accounting), etc.
- *Problem Solving:* Ability to quickly assess issues and opportunities at hand and use sound judgment alone or in consultation with colleagues to determine appropriate course of action. Experience working in high-level policy and/or executive contexts or spaces involving sensitive information preferred.

- *Flexibility and Adaptability:* Skill in managing changing priorities, timelines, and ad hoc requests from colleagues, contractors, etc. Willingness to approach new challenges with aplomb amid uncertainty, openness to asking questions and challenge assumptions, and contribute as an equally valued member of the CDE Foundation team. Ability to work independently and collaboratively in a team setting with our small and dynamic staff, remotely and in person as needed.
- *People Savvy:* Ability to build and maintain authentic, mindful relationships throughout an organization and to work collaboratively across program teams with staff of diverse backgrounds and identities. Good judgment to manage sensitive and confidential matters. Ability to develop and maintain key external partner relations with a client services mindset.
- *Partnership Management:* Comfort and skill in communicating and interacting with a range of stakeholders, including off-site staff, board members, funders, external vendors, and partner organization leadership. Proven track record of successful partner relationship management and collaboration.
- *Mission and Values Alignment:* Desire to work for a mission-driven organization that makes a positive difference, particularly in California public education. Commitment to far-reaching, equitable, and inclusive impact. Ability to thrive in a fast-paced, collaborative, feedback-driven, and learning environment. Values social justice – including racial and gender equity – as an organizational operating principle, and is committed to cultivating a team environment that embraces learning on issues related to race, gender, equity, diversity, inclusion, and belonging.
- *Preparation:* 5+ years work experience in non-profit, public administration or related project management experience in PK-16 education required.

Salary and Benefits:

This is a full-time exempt position. The salary range is \$80,000 - \$90,000.

CDE Foundation offers a full range of benefits for employees and their qualified dependents through Gusto, including but not limited to the following:

- 100% coverage of employee health benefit premiums
- A company-sponsored 401K plan through Vestwell
- Remote work monthly stipend
- 15 days of vacation per 12 months of full-time employment, with eligibility for higher accrual levels after 24 months
- 19 company holidays, including several state and federal observances, and the week between Christmas and New Year's Day
- Annual sick leave entitlement is 72 hours (equivalent of 9 days).
- Jury Duty and Bereavement leave

Californians Dedicated to Education Foundation is an Equal Opportunity Employer that values diversity. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all backgrounds. Candidates are evaluated solely on their qualifications to perform the work required.

Interested candidates should submit their resume and cover letter to Karyn Warner at karyn@cdefoundation.org. Applications are encouraged prior to May 19, 2023 and will be considered on a rolling basis until the position is filled.