



Program Manager job description

About Californians Dedicated to Education (CDE) 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 and organizations to develop goals and innovative solutions to improve our state's public education system.
- We COMMUNICATE to build awareness and access to key resources.
- We CATALYZE new approaches to meet statewide goals, assembling and stewarding resources, including philanthropic investments in CDE and others, to invest in the development of innovative ideas and practices that can scale to advance public education.

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

Position Summary:

CDE Foundation is seeking a Program Manager who will be responsible for managing a portfolio of grants for the California Department of Education. As mentioned previously, CDE Foundation serves as the fiscal manager for CDE, and we currently manage approximately 20 grants totaling \$4 million or greater on behalf of CDE. The grants support various CDE led initiatives in approximately eight program areas and/or strategic initiatives which include: Organizational Capacity Building, Advancing Equity, Family Engagement, Youth Mental Health, Career Readiness in Arts, Media and Entertainment, Expanded Learning, Bridging the Digital Divide, and support for CDE events such as CA awards programs. The role requires liaising with the State Superintendent of Public Instruction, senior level executives, and staff across the agency to help achieve goals in the various program areas and strategic initiatives mentioned above.

The Program Manager will report directly to the COO, Wendy Dougherty, and will collaborate closely with the COO and the CEO, Jessica Howard. This is a remote position given that the CDE Foundation team currently works remotely. 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.

Responsibilities:

- Liaise with Superintendent and Executive team on a regular basis to ensure they are updated on current portfolio of grants and are able to leverage them strategically and effectively.
- Manage communications with funders regarding proposals, grant award notifications, and modifications. Track key donor correspondence using Fluxx and Box.
- Manage grant life cycle using appropriate grant management tools for set-up, monitoring and reporting that includes the use of a cloud grants management platform, Fluxx, and Google sheets and calendars for tracking and reporting.
- Oversee creation, approval and monitoring of contracts including consultants and MOUs with districts that adhere to grant agreements and budgets.
- Support CDE leadership and Program Directors with grant writing revisions as needed and submission, including copy editing and ensuring all proposal submission components are collected and accurately prepared in time for submission.
- Support CDE Program Directors with grant revisions, modifications, no-cost extensions, and budget realignments in coordination with funders.
- Coordinate with CDE Program Directors on grant reporting to funders to ensure timely delivery of high-quality reports which meet funder requirements.
- Collaborate with CDE Foundation's accountant to prepare financial reporting for CDE Program Directors on a monthly or quarterly basis for each program area and grants.
- Support with finance processes to ensure approval and accurate coding of expenses against programs/grants.
- 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.

Skills/Knowledge/Background Desired:

- *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 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 judgement 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 CDE, colleagues, contractors, etc. Willing 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. Able 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. Approaches key external partner relations with a client services mindset.
- *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 co-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:

Salary range is \$75,000 - \$90,000. This role may be elevated to Senior Program Manager if a suitable candidate emerges.

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
- 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. Applicants who contribute to a diverse work environment are strongly encouraged to apply.

Interested candidates should submit their resume and cover letter to info@cdefoundation.org. The deadline to apply is **September 15th**.