



Maryland Alliance of Public Charter Schools

MAPCS JOB DESCRIPTION

Name of Position: CSP Program Manager

Release Date: 9/28/23

Introduction

The Maryland Alliance of Public Charter Schools (MAPCS) is a 501(c)3 non-profit non-partisan organization that serves as a voice for charter school communities so that we can offer support to new and existing public charter schools, and drive the discussion around innovative educational practices that lead to positive outcomes for students. On September 27, 2023, MAPCS was awarded the 2023 Charter Schools Program (CSP) grant to increase the number of high quality charter schools in Maryland. As part of this grant, MAPCS will be seeking staffing, and bidding out for a number of services and products.

This is a time-limited position intended to span the duration of the grant (five years beginning October 1, 2023). Continued employment after grant completion depends on the renewal of this grant, which is highly competitive. In general, all MAPCS employees are at-will.

Position Description: The CSP Program Manager will assist MAPCS in managing the Charter Schools Program (CSP) grant. Reporting to the Project Director, the Program Manager will lead the implementation of the CSP subgrant program, including organizing and implementing annual competitions, selecting and training reviewers, and providing drawdown request management. The CSP Program Manager will also prepare monitoring reports for review by the Project Director and will coordinate annual site visits for the annual monitoring meeting. The Program

Manager will track any monitoring findings and corrective action plans to ensure timely and appropriate resolution. The CSP Program Manager will perform varied professional administrative and analytical work in developing, implementing, and administering these projects or policies.

Responsibilities

The CSP Program Manager will work within MAPCS to do the following duties, but are not limited to:

- Implementation & management of grant program
- CSP subgrant competitions for eligible applicants
- Organize the annual CSP subgrant competition, including finalizing the application, timelines, and materials
- Receive, filter, and take action on concerns and issues from CSP Subgrantees and applicants, could include engaging the Program Director for additional support
- Work with MAPCS communications team to market the opportunity
- Provide an initial webinar to prospective applicants to explain the opportunity the requirements, and the process
- Provide eligible applicants with all needed application materials
- Provide subgrant application TA, including pre-application webinars
- Drawdown Request Management including: Receiving requests, providing an initial review, and preparing them for the payment management system.

General Requirements for Position

The ideal candidate for this position would be an individual who has at least five years of experience in grant management, education, public policy, finance, operations, communications, or a related field. They must have at least a Bachelor's Degree and have a basic understanding of charter schools and the public education system in Maryland. They must have project management and finance skills, as they will be managing the Federally funded CSP grant program. They must have incredibly strong oral and written communications skills, as they will need to produce pieces for public consumption. A passion for public school education options, education reform, high-quality educational access for all students, and innovative practices in education is essential to successfully work towards our mission and vision. As we are a small non-profit, this person must be able to work independently, manage priorities of multiple entities, pitch-in on programming and other initiatives with fast approaching and changing deadlines, and have an understanding of all the roles and responsibilities of the staff and organization. A criminal background check will be required for this position.

Professional Qualifications Required

- A bachelor's degree.
- At least two (2) years of experience in project management, including (but not limited to) meeting deadlines, working within a budget, working with public agencies and non profit organizations, responding promptly to communications and problem solving.
- Support for charter schools and the goals of the CSP grant.
- Strong organizational skills, attention to detail, and a problem-solving mindset.
- Exceptional writing skills.
- The ability to work in collaboration with a diverse group of people with a positive, professional and solutions oriented attitude.

Preferred

- Demonstrated knowledge of charter school policy.
- Experience managing the CSP Grant Program.
- Evidence of professional development related to Federal grants management, such as completion of U.S. Department of Education online grants courses.

Hours and Travel

The Program Manager is expected to work 40 hours weekly, Monday through Friday, except for official holidays. Office hours are typically 9-5, but the Program Manager may set hours outside of this schedule with the approval of the Project Director. Standard work hours (a regular schedule each week) are required. Travel for this role is expected to be occasional—no more than 10-day trips per year—unless the Program Manager is based remotely, which may increase the required travel.

Office Location

The MAPCS Office is in Baltimore, Maryland. The Program Manager may be based remotely or request a hybrid office arrangement (partially in the office, partially at home).

Compensation

MAPCS offers an annual salary range of \$60,000 to \$75,000 that will be commensurate with experience. Benefits included are 403(b) 3% salary match to be accessed after one year of employment, \$50/month phone reimbursement, and \$5000 toward the MAPCS healthcare, which includes an HMO, POS and HSA option. Travel reimbursement for work-related travel is offered to all employees, but home-to-work travel is not reimbursed. Requested start date is by November 1, 2023 with all federal holidays observed and six weeks of PTO.

To Apply

Submit a resume and cover letter to Stephanie Simms, stephanie@mdcharters.org (subject line: CSP Program Manager, MAPCS). Please answer the following questions:

- What is it about MAPCS that resonates with your experience and/or interests?
- What makes you an exceptional candidate for this position?
- Describe your project management and grant management experience.
- Provide an example of a measurable goal for this position.
- What are your salary expectations?
- List of three references. (We will only contact them after notifying you.)
- Policy/professional writing sample

Applications will be accepted on a rolling basis until the position is filled. Anticipated start date is by November 2023.

About Maryland Alliance of Public Charter Schools

The Maryland Alliance of Public Charter Schools is the leading state wide proponent and advocate of Maryland public charter schools. As a non-partisan, non-profit organization, the Alliance seeks to promote innovative education practices, as well as equitable and transparent conditions for public charter schools. It represents the 49 public charter schools in Maryland, which enroll nearly 24,000 students. For more information visit <http://www.marylandcharterschools.org/>.

Notice of Non Discrimination

The Maryland Alliance of Public Charter Schools, Inc. *does not discriminate in its employment, programs, and activities, based on race, ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy/parenting status, disability, veteran status, genetic information, age, or other legally or constitutionally protected attributes or affiliations.*