Manager - Grant and Partner Support

Coordinates strategic analyses aligned to the district's needs, particularly around evaluation of vendor programming, grant reporting, and facilitating data sharing as required by district contracts. Manages the planning, execution, and presentation of grant and partner evaluations to stakeholders. Responsibilities include reviewing evaluations that establish ESSA-level evidence for district and partner programs, supporting analyses related to federal and state grants, and review and follow through of data sharing components of district contracts.

Essential Functions

- Oversees program evaluations and analyses supporting the district’s progress monitoring agenda.
- Establishes and upholds standards of practice for conducting and disseminating evaluations with internal and external stakeholders that meet ESSA-level evidence.
- Evaluations may include conducting needs assessments; analysis and interpretation of quantitative data; and writing reports or providing presentations to meet the needs of various audiences.
- Prepares statistical and narrative reports surfacing key policy questions based on underlying data; presents research results to the Director of Research Services.
- Ensures quality project management of evaluations and manages competing timelines.
- Facilitates the data sharing process by reviewing the needs of partners and ensuring contracts have correctly specified data needs.
- Supports contract monitors to ensure compliance with the data sharing aspects of approved contracts.
- Oversees funding models and projections related to Title and grant allocations to schools.
- Provides appropriate supervision, mentoring, and professional development opportunities to direct reports, including the development and implementation of professional growth plans to support staff in subject matter expertise and technical skill improvement.
- Functions as a representative of the Director and may present to internal and external audiences on the district’s behalf.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Maximum Salary $117093.00
Minimum Salary $89069.00

Desired Qualifications

- Master's degree and 3 years of relevant experience, or PhD. and 1 year of relevant experience in program evaluation. Strong analytical and problem-solving skills.
• Ability to work effectively in fast-paced environment with high-priority deadlines and multiple stakeholder viewpoints.
• Strong knowledge base on FERPA, ESSA, evidence-based interventions, and research design.
• Interpersonal skills that inspire teams and nurture trust-based relationships.
• Written and verbal communication skills including comfort with presenting and training in both one-on-one and group settings.
• Understanding of current research and statistical models in K-12 education.
• Knowledge of quantitative design and experience with statistics.
• Proficiency in statistical programming (R proficiency strongly preferred). Experience with database systems such as SQL or Access preferred.
• Demonstrated understanding of project management principles and practices. Strong organizational and leadership skills.
• Proficient in Microsoft Office suite.

Full time
Additional Details

Qualified candidates for the above position must submit the following:

• Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community’s long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of
School Commissioners Policies JBA (Nondiscrimination - Students), JBB (Sex-Based Discrimination - Students), JICK (Bullying, Harassment, or Intimidation of Students), ACA (Nondiscrimination - Employees and Third Parties), ACB (Sexual Harassment - Employees and Third Parties), ACD (ADA Reasonable Accommodations), and ADA (Equity), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. Link to Full Nondiscrimination Notice.

This position is affiliated with the City Union of Baltimore (CUB) bargaining unit.

This position is affiliated with the City Retirement Plan.