



JACKSONVILLE
**PUBLIC
EDUCATION
FUND**

Powering Potential

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40 East Adams Street
Suite 110
Jacksonville, FL 32202

Associate, Strategic Initiatives

FLSA Classification: Non-Exempt

Reports to the Director, Strategic Initiatives

About the Organization

The Jacksonville Public Education Fund (JPEF) is an independent think-and-do tank that believes in the potential of all students. We work tirelessly to close the opportunity gap for low-income students and students of color. We convene educators, school system leaders and the community to pilot and scale evidence-based solutions that advance school quality in Duval County.

JPEF has a highly engaged and diverse board, significant fiscal resources and talented staff to drive the work of the organization. The fast-paced and entrepreneurial organization has more than a decade-long track record of helping the school district to significantly improve outcomes for students through innovative, community-focused, and data-driven solutions.

Position Summary

The Strategic Initiatives Associate is a proactive, detail-oriented professional that (1); manages a tracking system for data reports and updates from teachers, school leaders, parents and partners who receive grant funding from JPEF; and (2) provides administrative support to the strategic initiatives staff. The Associate of Strategic Initiatives plays a critical role as a thought-partner and member of the JPEF team in its work to ensure programs initiatives are delivered with high quality in pursuit of the organization's goals and priorities.

JPEF awards several grants to teachers, schools, and partners throughout the year. The Associate will manage the application and reporting process for outbound grants, tracking the status of each grant in JPEF's Salesforce database. In addition, the Associate will assist the Strategic Initiatives Director in coordinating selection committees that determine grant recipients and capturing data and stories regarding the impact of those investments. As capacity dictates, the Associate may also play a supportive role in conducting outreach to potential grantee partners.

Reporting to the Strategic Initiatives Director, the Associate will work closely with other JPEF staff members to advance JPEF's goals and strategies; ensure the alignment of our efforts; engage in collaborative learning planning and action; measure impact and make continuous improvements. This is a grant-funded position that is temporary (2023 through June 2024) pending future funding

Responsibilities

Outbound Grant Administration (80%)

- Monitor, organize and manage incoming educator and stakeholder grant applications for JPEF awarded funding opportunities.

- Ensure that grantmaking is consistent with the appropriate criteria established for the funds which support them.
- Respond to inquiries from individuals and organizations seeking information and provide technical support for grant applications as appropriate.
- Prepare and collect grant agreements in collaboration with the Finance and Administration Director and other relevant JPEF staff.
- Track the status of outbound grants from application to reporting to completion using JPEF's Salesforce database.
- Follow up with grantees to ensure timely submission of applications and grant reports.
- Capture information from grant reports for impact success stories.
- Assist in evaluating grantmaking processes, grants, and initiatives for assigned grants and bodies of work.

Program Support (20%)

- Assist in preparing meeting materials to support JPEF Strategic Initiative strategies, various grant Selection Committee meetings, and other initiative-focused meetings and events.
- Help manage strategic initiatives calendar (meetings and project timelines).
- Foster and maintain strong relationships with external stakeholders, including donors, supporters and partners during event planning and execution.
- Actively participate in internal meetings, work sessions and retreats with a focus on collaborating cross-functionally, strategizing and evaluating effectiveness.
- Support other program efforts as overall JPEF strategies or priorities dictate.

Qualifications

Education/Career Experience

- Bachelor's degree preferred.
- Minimum of two years of experience in grantmaking, nonprofit programming or a related field.

Skills, Knowledge and Abilities

- Relevant experience managing and building relationships with diverse stakeholders and groups.
- Exceptional research skills and attention to detail in the execution of tasks.
- Proven ability to work with limited supervision and successfully with a team.
- A high level of individual initiative and creativity.
- Familiarity with nonprofit best practices, tools and techniques for managing outbound grants.
- Outstanding persuasive writing skills and excellent oral communication skills.
- Ability to maintain and respect the sensitive, private, and confidential nature of information related to grants, donors, advisors, and the organization.
- Strong organizational skills with the ability to manage multiple projects simultaneously, prioritize deliverables and handle unanticipated demands and requests.
- Excellent interpersonal skills, a collaborative style, ability to engage colleagues at all levels

- Confidence to work internally and externally with various leaders, partners, staff and consultants to support the organization's efforts.
- Experience and comfort working with Microsoft 365 (Outlook, Office applications, Teams), Adobe Acrobat Pro, online communications tools (Facebook, Twitter, etc.) and various web-based applications.

Additional Qualifications

- Clear commitment to the importance of providing a high-quality public education for all students in Jacksonville, particularly historically underserved student populations.
- Ability to thrive in an entrepreneurial, start-up like environment.
- Ability to work effectively in a fast-paced, deadline- and goal-driven organization.
- Excitement and openness to continued learning and development.
- Knowledge of Jacksonville is preferred, but not required.

Salary and Benefits

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package including employer-paid health, dental, vision and life insurance is included, along with significant leave time and a matched 401(k) retirement plan.

Commitment to Diversity

The Jacksonville Public Education Fund encourages individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.

How to Apply

Please submit a cover letter and résumé in PDF format to jobs@jaxpef.org with the subject line "Associate, Strategic Initiatives" Applications will be reviewed on a rolling basis.