



PHLConnectED, through the Mayor's Fund, seeks an independent contractor Grants Consultant to lead grants management for up to three different PHLConnectED grant programs across an up to 18-month period. Grants management across each grantee group includes coordinating grantees to regularly convene to share progress updates, lessons learned, and best practices, tracking core deliverables including formal grantee progress reports, providing specific support to each grantee as needed, and regularly liaising with PHLConnectED and Digital Literacy Alliance teams to report on grantee progress and milestones.

### **Essential Functions**

- Meet regularly with the Digital Literacy Alliance and PHLConnectED grants teams to provide progress updates and troubleshoot as needed.
- Work with the Office of Innovation and Technology's Digital Engagement and Communications Manager to promote the digital learning resources available through each grant program on the [PHLConnectED webpage](#).
- Establish regular meeting schedules for each grantee group, prepare meeting agendas, take notes and ensure follow-up items are accomplished.
- Work with the Office of Innovation and Technology, the Mayor's Office of Education, and the Office of Children and Families to establish effective data collection and tracking tools for each grant program and train grantees on these tools.
- Collect and analyze quarterly grant activity data from grantees and report back to PHLConnectED and Digital Literacy Alliance teams.
- Be available to all grantees for 1:1 support with grant activities and troubleshooting.
- Ensure grantees follow and submit all grant expectations and core deliverables, respectively.
- Write a final report(s) summarizing the goals, achievements, and lessons learned of each grant program.

### **Competencies, Knowledge, Skills, and Abilities**

Knowledge of:

- The practices and procedures of effective grants management
- Digital literacy and/or digital skills-building programs and trainings are not required, but is advantageous

Ability to:

- Collaborate with diverse stakeholders
- Provide support when called upon
- Effectively communicate across a variety of media
- Manage multiple projects and/or workstreams
- Work independently to prioritize tasks and allocate time efficiently
- Exercise attention to detail
- Proficiently use online applications and/or processing platforms such as Microsoft Office and Google Suite, especially for videoconferencing
- Understand and interpret data and assess progress on goals
- Exercise discretion and tact in dealing with sensitive situations
- Understand and follow oral and written directions



**Preferred skills:**

- Experience working with government, philanthropic and/or nonprofit entities
- Experience working with school-based staff or school systems
- Previous grants management experience
- Effective communicator, especially across diverse stakeholders
- Organized and self-disciplined
- General data analysis
- Team-oriented

**Qualifications**

- Must have at least three years of related work experience

**Additional Information**

- Contract commitment is estimated to be between 150 – 275 hours over 18 months with a maximum limit of 300 hours.
- The contract will begin no later than February 2022 and end August 2023, inclusive of contract start-up and close-out.

**To apply:** please submit your rate, including a budget or cost basis, cover letter, resume, and reference list. Submit all documentation to Ashley Pollard at [ashley.pollard@phila.gov](mailto:ashley.pollard@phila.gov). Applications are due by January 31, 2022.