



## SPECIAL PROJECTS COORDINATOR JOB DESCRIPTION

### **PAVE Overview**

PAVE (Parents Amplifying Voices in Education) is a non-profit corporation whose mission is to connect, inform, and empower parent leaders to give families in DC a voice and choice in the vision for education in our city. In the vision of PAVE, parents are partners and leaders in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

***PAVE is dedicated to creating an environment where the vision for education in DC is not created for children and families but rather with children and families, shifting and changing the dynamics of power in our city so that communities and parents are partners in creating great schools in DC.*** PAVE intentionally and constructively asks parents to engage in education policy in DC, creates opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing the education landscape in DC, and advocates on behalf of great school options and equitable supports for all children, regardless of sector.

At PAVE, our parent leaders identify the issues that they want to move forward on behalf of our kids and our schools. In just two years, PAVE's parent leaders have worked tirelessly to reimagine the education system in DC, including:

- Advocating for and achieving an historic pupil funding increase for both the public traditional and charter school sectors;
- More than doubled funding for Out-of-School Time (OST) programs – moving the city's budget for OST from \$4.9mil to \$20.25mil;
- Representing 40% of the parent and community engagement process for the new citywide report card with both focus group and canvassing efforts; and
- Leading a first-of-its-kind selection process for a new school operator serving both Ward 8 and military families, where a committee of eight parents identified the school that they wanted to see in their community.

PAVE is a fast-paced, high-performing organization driven by a passionate team made up of nearly 2,000 parent leaders, 12 (and growing) full-time staff, and both school and citywide partners in educational equity. ***The standard at PAVE is excellence – in all that we do, all that we give, and all the spaces that we open for family and community voice.***

### **The Role**

Reporting to the Associate Director of Development and Strategy, the Special Projects Coordinator is an integral part of the PAVE team, providing essential support to the senior management team. The Special Projects Coordinator will focus on development, fundraising, and event planning initiatives that support and advance PAVE's mission.

### **Responsibilities:**

#### **Development and Fundraising**

- *Individual Donors*
  - Provide ongoing donor database updates and maintenance in Salesforce; track donor information and cultivation efforts



- Work with Associate Director of Development and Strategy to schedule meetings with donors on behalf of the Executive Director as necessary
- Identify potential donors in alignment with PAVE's mission and goals
- Draft cultivation emails on behalf of Executive Director; track follow-up and interest
- Prepare materials in advance of donor and cultivation meetings
- Manage Click and Pledge and ensure systematized donor tracking during appeals and campaigns
- *Grants and Reports*
  - Track grant and grant reporting deadlines; provide ongoing updates and ensure timely drafting and submission
  - Write first drafts of reports, letters of inquiry, proposals, and concept papers; edit in collaboration with Associate Director of Development and Strategy
  - Carry out ongoing prospect research of foundation and corporate opportunities to build a robust annual grants calendar

### **Event Planning and Support**

- *Event Planning and Support*
  - Prepare materials in anticipation of and following PAVE events
  - Track event attendees in the appropriate event work plan, ensuring clarity and efficiency at all times
  - Support with logistical planning for signature PAVE events including, but not limited to: DC Parent Voice and Choice Week, the PAVE Parent Policy Summit, the PAVE Parent Leaders in Education (PLE) Kickoff, and the PAVE Parent Power Gala
  - Enter event attendees into Salesforce following all signature PAVE events

**Assist the Associate Director of Development and Strategy in other matters as identified and assigned.**

### **Qualifications**

The Special Projects Coordinator will be thoroughly committed to PAVE's mission. The Special Projects Coordinator should have a background in education, non-profit work, and/or start-up environments. Concrete demonstrable experience and other qualifications include:

- 2-5 years of work experience;
- Unwavering commitment to quality programs and data-driven program evaluation;
- Proficiency with a range technology-based platforms and processes, including, but not limited to: Microsoft Office (Word, Excel, Powerpoint); Wordpress; MailChimp; Asana; Google Apps;
- Outstanding attention to detail and deadlines, particularly around project management, data analysis, and copy editing;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Ability to multi-task and prioritize in fast-paced environment;
- Ability to work independently and in collaboration with diverse groups of people; and
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed