

SERVICES PROVIDED

I. Project management

- Lead complex, high priority projects with tight deadlines.
- Assist organizations with the planning and initiation phases of projects and/or work with organizations to execute projects to successful completion.
- Communicate project status to internal and external stakeholders, including by creating progress trackers and teeing up key decisions for stakeholders.
- Provide formal project management expertise: have obtained the Google Project Management: Professional Certificate and am working toward Project Management Professional (PMP) certification.
- Apply both Agile and Waterfall project management methodologies.
- Use project management software, such as Smartsheet, Asana, Jira, Monday.com, Basecamp, and Trello.

II. Nonprofit management and problem solving

- Provide interim or temporary management-level staffing.
- Perform functions of a chief of staff, such as acting as a thought partner to solve organizational challenges and executing related tasks.
- Work with teams or organizations to develop a vision, create SMART goals, and establish metrics for success.
- Create dashboards or trackers to demonstrate progress toward goals.
- Work with teams or organizations to develop standard operation procedures and create systems and processes to drive improvement and increase efficiency.
- Plan and facilitate annual retreats or professional development sessions.

III. Data analysis

- Advanced Excel skills: ability to manipulate large data sets, including through pivot tables, VLOOKUP, formulas, conditional formatting, etc.
- Perform descriptive and basic inferential statistical analyses.
- Implement quality assurance processes to ensure data accuracy.
- Provide data storytelling through graphics; present data to executive stakeholders.
- Perform qualitative research and analysis, including through interviews, case studies, focus groups, and surveys.

IV. Grants management

- Write grant proposals and applications (for grant seekers).
- Review grant applications for adherence to requirements (for grant makers).
- Track and monitor progress toward deliverables; project manage grant execution.

V. Research

- Perform research, in particular education and policy-relevant research, and write reports. Synthesize research for executive stakeholders and other audiences, such as through memos and presentations.

VI. Coalition building and partnership development

- Build and manage a network of organizations working toward shared goals.
- Recruit potential partners and establish and maintaining relationships and engagement.
- Develop issue-based campaigns and build advocacy coalitions (excludes lobbying).

VII. Education expertise

- Provide guidance and consultation based on twenty years of experience in education, including in the classroom, as well as in local, state, and federal government.
- Provide thought partnership based on a strong understanding of the research basis for what works in education and practical experience advocating for and implementing evidence-based initiatives.
- Research and write education-related publications (including ghostwriting).

VIII. Policy advising

- Develop innovative and creative policy ideas to support an organization's goals.
- Research and write policy publications.
- Use knowledge of Congressional and legislative processes to develop custom advocacy strategies.
- Interpret regulatory documents and communicate key takeaways and action items to stakeholders. Develop comments to respond to proposed rules and regulations.

IX. Event planning for policy organizations

- Convene experts for shared brainstorming and problem-solving.
- Plan and execute informative and impactful policy events, such as webinars, workshops, and conference sessions.
- Host peer-to-peer convenings for state and local policy actors to provide technical assistance to one another and share best practices.
- Organize annual retreats for mission-based organizations.