

**SOW for consultant(s)**

- Recruit applicants for a parent/community panel to select a school operator through an RFP process, as well as for an Advisory Board to oversee the process
- Schedule panel meetings and manage logistics (location, food, childcare, etc)
- Facilitate panel meetings, and support the members of the panel in researching best practices in other cities, drafting the RFP and developing a rubric for evaluating RFP responses
- Manage the RFP process – including distributing the RFP, replying to queries from potential respondents, tracking responses, and scheduling interviews with respondents
- Coordinate with the facilities and schools committees, JBAB staff, the project’s Advisory Board, and other key community and government stakeholders as needed during the RFP and selection process
- Document the process, panel meetings, and key lessons learned through the initiative

**Qualities of a strong project manager**

- Strong DC ties, ideally with East of the River community relationships and understanding
- Ability to do a lot of recruitment and ground work (applications for members, Advisory Board)
- Ability to communicate with multiple audiences: high-level leaders, JBAB liaisons, and community members
- Highly organized to coordinate multiple moving parts of the project
- Strong interpersonal skills
- Familiarity with charter schools and charter process
- Strong research and writing skills to research models in other cities, and document the process