



POSITION DESCRIPTION

POSITION: Associate Partner
ORGANIZATION: NewSchools Venture Fund
REPORTS TO: Partner, East Coast
LOCATION: Boston, MA

APPLICATION GUIDELINES

Interested candidates should submit a resume and one-page cover letter via e-mail to Christine Marra at info@newschools.org by May 30, 2008.

BACKGROUND

NewSchools Venture Fund™ is a venture philanthropy firm working to transform public education for underserved children by supporting education entrepreneurs and by providing thought leadership across traditional education boundaries. Founded in 1998, NewSchools has raised about \$125 million for investment in both nonprofit and for-profit organizations. Our current investment strategy focuses on increasing the supply of high-quality public schools for underserved students, enabling traditional and charter school systems to become performance-driven in their practices and enhancing the pipeline of talented people into and across the public school system. NewSchools works with a bipartisan network of education, nonprofit, policy, and business leaders to accelerate the process of education reform.

Please visit our website at www.newschools.org to learn more about the NewSchools Venture Fund.

POSITION OVERVIEW

NewSchools is a small organization of 25 people located in two cities, San Francisco (where we are headquartered) and Boston. We are seeking to add an Associate Partner to our team. The Associate will be a key member of the NewSchools team and will have the opportunity to work closely with educational organizations, board members, and a large network of entrepreneurial leaders who are committed to transforming public education by ensuring that all children – especially those underserved – have the opportunity to succeed in the 21st century.

The Associate Partner's role is primarily to support NewSchools' Partners in the cultivation and assessment of potential investment opportunities, and the ongoing support of these entrepreneurial organizations post-investment.

This particular position will be primarily focused on supporting NewSchools' expanding activities in Washington, DC. In this role, the Associate Partner will help the lead DC Partner develop and execute an overall market strategy, while at the same time taking direct responsibility for managing many of the operational aspects of venture relationships. Entrepreneurial organizations supported by NewSchools in DC will likely focus on opening new schools, increasing the flow of high quality teachers and leaders, mobilizing parents and educating lawmakers, launching new early childhood education initiatives, and more. The Associate Partner will also lead and participate in projects that support NewSchools' networking and organizational activities in DC and nationally.

RESPONSIBILITIES

Key responsibilities will include, but are not limited to, the following activities.

- Working closely with NewSchools' Partners to identify, develop and assess new investment opportunities; lead key sections of diligence; present recommendations to the NewSchools Partner team; collect and analyze data regarding venture operations and performance; and provide management assistance to NewSchools' portfolio organizations in their efforts to achieve interim milestones and longer term goals
- Document learnings and develop tools to support NewSchools' ventures in their efforts to achieve organizational and educational goals
- Assist in the management and development of the New Schools network and represent NewSchools at events
- Work as an integral part of the team that hosts an annual Summit event and smaller portfolio-related events
- Work with the NewSchools leadership team to develop, refine and communicate organizational strategy and goals
- Conduct market analyses to inform NewSchools investment strategy
- Develop deep expertise in an area of education reform by tracking the issue area for the NewSchools team
- Support fundraising efforts and the preparation of grant proposals
- Provide guidance, assistance and development support to NewSchools' analysts, as required

SKILLS AND QUALIFICATIONS

- Demonstrated commitment to the improvement of public education and working with diverse communities
- Strong quantitative and qualitative analytical skills in order to understand, breakdown and address complex problems; proficiency in financial modeling and financial statement analysis a plus
- Insightful strategic thinker with strong oral and written communication skills
- Proven ability to develop presentations and present analyses
- Effective project management skills, attention to detail, and ability to drive toward completion
- Ability to manage multiple priorities and high ambiguity
- Proven ability to learn quickly and continuously
- Willingness to take initiative and own high priority tasks and projects
- Personal presence and communication skills necessary to effectively interact with external stakeholders

EDUCATION AND EXPERIENCE

- Minimum 4 years experience; consulting, investment banking, or a related field preferred; teaching or entrepreneurial experience valued
- Graduate degree in related field (or equivalent experience)

WORKING STYLE AND PERSONAL QUALITIES

- Self-directed, self-starter able to manage multiple priorities
- Management and operating style suited to working in a small-office setting with limited support staff, where teamwork and resourcefulness are highly valued
- Willingness to travel

COMPENSATION

A competitive compensation package including base salary, performance bonus, and complete benefits is available

NewSchools Venture Fund is an equal opportunity employer. People of color are encouraged to apply. In your cover letter, please indicate how you heard of this opportunity.