



Position Description

Position: Analyst

Organization: NewSchools Venture Fund

Location: Washington, DC

Application Guidelines

Interested candidates should submit a resume and one-page cover letter via e-mail to cityfundsrecruitment@newschools.org. Application deadline is July 14, 2013.

Background

NewSchools Venture Fund™ is a venture philanthropy firm working to transform public education through powerful ideas and passionate entrepreneurs so that all children – especially those in underserved communities – have the opportunity to succeed. As a national nonprofit venture philanthropy firm, we support education entrepreneurs, a special breed of innovators who create new nonprofit and for-profit organizations that redefine our sense of what is possible in public education. We take an active role with each venture in our portfolio to help them create sustainable organizations that generate breakthrough results for the students they serve. In addition to the direct support we provide to those entrepreneurs, NewSchools plays an important role in connecting their work to the broader landscape of public education reform, by analyzing the results of our work, publishing key insights, commissioning relevant research, and convening thought leaders.

NewSchools believes that communities need strong systems of high-performing public schools in order to thrive economically and culturally. Our City Funds support the growth of entrepreneurial organizations that can dramatically improve education for low-income students in targeted urban areas. We currently operate City Funds in Washington, DC, Newark, NJ, Boston, MA and Oakland, CA. City Funds pool local and national philanthropy to create a vibrant ecosystem of education entrepreneurs who can accelerate transformation of the public school system.

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

Position Overview

NewSchools is a small organization of about 35 people located in three cities, Oakland (where we are headquartered), Boston and Washington, DC. We are seeking to add an Analyst to our DC team. The Analyst will be a key member of the NewSchools team and will support our work conducting due diligence, making investment recommendations, supporting fundraising and providing ongoing assistance to the entrepreneurial organizations who are committed to transforming public education by ensuring that all children – especially those underserved – have the opportunity to succeed in the 21st century.

Responsibilities

Key responsibilities include, but are not limited to, working closely with members of the NewSchools team to accomplish the following:

- Support due diligence activities and conduct market research related to prospective investments
- Conduct quantitative and qualitative data analysis, including analysis of school performance and

investment impact

- Provide management assistance and support through venture-specific “consulting” and research projects
- Support fundraising by developing and tracking proposals and reports
- Engage current and potential donors through regular written communication and by organizing events and meetings tailored to their interests
- Organize network events to foster collaboration and innovation among entrepreneurs and organizations
- Provide general writing support for projects such as presentations, proposals and communication with funders
- Develop internal and external meeting objectives and agendas; assist in project management and scheduling

Skills and Qualifications

- Demonstrated commitment to the improvement of public education and working with diverse communities
- Effective project management skills, attention to detail, and ability to drive toward completion
- Strong quantitative and qualitative analytical skills in order to understand and address complex problems
- Insightful strategic thinker with strong oral and written communication skills
- Proven ability to develop presentations and present analyses
- Comfort and ability to manage multiple priorities amid high ambiguity
- Proven ability to learn quickly and continuously
- Willingness to take initiative and own high priority tasks and projects

Education and Experience

- Minimum 2 years experience; consulting, teaching, development or entrepreneurial experience valued.
- Bachelor’s degree, with advanced degree valued

Working Style and Personal Qualities

- Self-directed, self-starter able to manage multiple priorities
- Ability to build strong working relationships built on trust, respect, clear communication and shared goals
- High degree of professionalism and maturity required, particularly in relationships with entrepreneurs and funders
- Proactively initiates, develops, and maintains effective working relationships with team members
- Working style suited to working in a small-office setting with limited support staff, where teamwork and resourcefulness are highly valued
- Identify with NewSchools’ Core Values: Passion, Entrepreneurship, Results, Integrity and Stewardship

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.