



Position Description

Position: Associate Partner

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.

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 and Boston, MA and are exploring the launch of several additional funds, including one in encompassing Connecticut's major cities and one serving 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 two Associate Partners to our DC team. The Associate Partners will be key members 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' leadership team in the cultivation and assessment of potential investment opportunities, and the ongoing support of these entrepreneurial

organizations post-investment. In this role, the Associate Partner will help execute an overall market strategy, while at the same time taking direct responsibility for managing many of the operational aspects of venture relationships. Investments by NewSchools' City Funds will likely focus on supporting emerging charter school networks that are strengthening and growing the charter sector, entrepreneurial organizations that provide talent and tools to schools to help them do their work better, and organizations that advance quality and accountability in education. Associate Partners also lead and participate in projects that support NewSchools' networking and organizational activities.

Responsibilities

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

- Working closely with NewSchools' leadership team to identify, develop and assess new investment opportunities; lead key sections of diligence; present recommendations to the NewSchools leadership 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 NewSchools network and events, and represent NewSchools at events
- Work with the NewSchools leadership team to research, develop, refine and communicate organizational strategy and goals
- Support fundraising efforts, the preparation of grant proposals and reports, and the planning for funder meetings
- Provide guidance, assistance and development support to NewSchools' analysts, as required
- Collaborate with colleagues across the organization on projects and events

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, 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
- 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 3-4 years of experience with progressive levels of leadership and responsibility
- Consulting, investment banking, venture capital, or private equity experience, as well as teaching or entrepreneurial experience, highly 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
- Ability to build strong working relationships built on trust, respect, clear communication and shared goals
- Identify with NewSchools' Core Values, which include acting to create entrepreneurial, transformative solutions

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.