



Charles and Lynn Schusterman Family Foundation
Portfolio Manager, Equity by Design
Education Portfolio

OVERVIEW

The Charles and Lynn Schusterman Family Foundation (Schusterman) is seeking a collaborative, organized problem-solver who is passionate about improving education for all children, especially children in low-income communities.

The new Equity by Design portfolio is a part of the National Education team's broader efforts to improve outcomes for students from low-income communities by supporting teacher development throughout their careers. The portfolio seeks to increase the number and retention rates of teachers and school leaders of color using two complementary approaches:

- Providing educators of color with stronger pathways to leadership and, indirectly, by supporting educators of color in leadership positions to successfully navigate systems in their existing states. Our intended result is a more racially diverse cadre of leaders who will increase the diversity of school staff and better support teachers of color to "break the glass ceiling".
- Supporting the elimination of inequitable policies and practices that currently impede the attraction and retention of both teachers and leaders of color.

As the Equity by Design Portfolio Manager, you will play a vital role on our National Education team, working collaboratively with the Director of Instructional Quality to identify, evaluate and support outstanding organizations that can advance the portfolio goals. You will make key contributions to and learn about multiple approaches to improving equity as you manage strategic projects, build strong grantee relationships and produce recommendations based on robust quantitative and qualitative analysis. You will have the opportunity to lead, learn and make critical connections across portfolios, grantees and other funders.

This position is based in Washington, DC, and requires 20 percent travel.

We have several portfolio support roles available, one each for these portfolios: Equity by Design, Public Policy and Understanding, Teacher Preparation, Instructional Materials and Place-Based Partnerships. We also have a role open for a Strategy Projects Manager, who will work across portfolios. If you are interested in more than one, please indicate that in your cover letter.

KEY RESPONSIBILITIES:

- Assist in the design and execution of convenings of districts/Charter Management Organizations (CMOs) focused on the portfolio goals;
- Stay up to date on the latest research and activities in the field regarding equity, teacher and school leader retention and other subjects of interest in education;
- Identify key questions, challenges and opportunities for current and potential grantees, using critical thinking and rigorous analysis of programmatic impact and organizational effectiveness;
- Proactively support grantees to make progress toward their ambitious goals for scale and impact through strategic planning and data analysis;

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- Work collaboratively with our teacher preparation, instructional materials and professional learning portfolio teams to further our overall goal of developing great teachers;
- Ensure the Director of Instructional Quality is well-prepared for external meetings by identifying key questions and priorities, rooted in a deep understanding of field-wide and grantee-specific opportunities and challenges;
- Manage multiple projects and deadlines with strong project plans, good tracking systems and a steady focus on execution and quality;
- Communicate clearly and persuasively in writing and conversation with teammates, Foundation leadership and leaders of current and potential grantees; and
- Build trusted, collaborative relationships with peers at grantee organizations and other funders.

CRITICAL EXPERIENCE AND QUALIFICATIONS:

- You have worked for five or more years in a consulting firm, school system or education-focused organization. We especially value experience as a K-12 teacher, coach or mentor in urban schools that have implemented the Common Core or similar high standards.
- You thrive on data. You can analyze and synthesize complex qualitative and quantitative data into critical takeaways, questions, potential blind spots and recommendations;
- You are a learner who is excited to dive into new areas and quickly build your expertise;
- You approach the critical work of improving schools with humility and a deep respect for the voice and representation of the students we serve and the extraordinary work done in the field by those we support;
- You value the need for equity to improve education for all students, especially students of color from low-income backgrounds, and for educators—with the right supports—to change lives;
- You enjoy cultivating relationships with teammates, grantees, practitioners, funders and stakeholders for students we aim to serve, and thrive as a continuous learner; and
- You are highly organized and comfortable effectively informing senior leadership to maintain focus on details to meet short- and long-term team goals.

WHO WE ARE

The Charles and Lynn Schusterman Family Foundation (Schusterman) is a global organization that seeks to improve lives, strengthen communities and reduce inequality. Our philanthropic vision is grounded in a commitment to pursue justice, repair the world and treat all people with dignity and civility. We invest in efforts to improve public education in the United States, strengthen the Jewish people and Israel, and address the needs of marginalized individuals and communities. www.schusterman.org

The National Education team was formed in December 2013, with the goal of being an effective and agile grant maker. Together we strive to act on these key beliefs:

- We believe that teachers and school leaders are the most critical factors in ensuring that every student, especially those in low-income communities, graduates from high school with the literacy, math, critical thinking and problem-solving skills necessary for success in college and career.
- We believe that we can have the greatest impact on the greatest number of students by:
 - Investing in teacher preparation, professional learning for teachers and school leaders, curricula aligned to rigorous standards, and research to build actionable knowledge;

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- Increasing the number and reach of leaders and teachers of color; and
- Supporting advocacy efforts aimed at the above priorities.
- We strive to effectively support our grantees while learning with and from them.
- We believe in building collaborative communities of practice to allow key leaders to work together on common challenges.

COMPENSATION

We offer a competitive salary and a strong benefits package that includes medical, dental and vision coverage, as well as incentives for healthy living, a generous 401k match and other benefits.

TO APPLY

Please submit a resume and one-page cover letter via e-mail with the title, “Equity by Design Portfolio Manager Candidate” to jobs@schusterman.org. Applications will be reviewed in a rolling basis until the position is filled. We have several portfolio support roles available. If you are interested in more than one, please indicate that in your cover letter. Schusterman does not cover relocation expenses for this position.

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