



**CHARLES AND LYNN SCHUSTERMAN FAMILY FOUNDATION**  
**Portfolio Manager, Instructional Materials and Place-Based Partnerships**  
**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.

You will play a vital role on our National Education team by supporting the Senior Director leading our Instructional Materials Portfolio and the Director of our Place-Based Portfolio. The portfolios support the Foundation's broader efforts to help students to realize their greatest potential and thrive economically as adults by supporting high-quality instructional materials and professional learning.

The Place-Based Portfolio supports a number of states, districts and charter networks seeking to strengthen the quality of professional learning and instructional materials. As with our other portfolios, our place-based work is based on the belief that high-quality, curriculum-connected professional learning for teachers aimed at helping students engage with and succeed at grade-level content can help students reach their greatest potential.

The Instructional Materials Portfolio aims to ensure that teachers across the nation can access and effectively use the excellent curricula that all students need and deserve. We take a multi-strand approach to reaching this goal: increase supply and distribution of quality materials; build demand for these materials; create conditions so that teachers can participate in curriculum-connected professional learning; and consistently build and learn from research.

In this role, you will work collaboratively with the Senior Director of Instructional Materials and the Director of Place-Based Partnerships to identify, evaluate and support outstanding organizations and systems that can advance the portfolios, to produce data-driven recommendations for investing, to manage effective grantee relationships, to support grantee convenings and learning opportunities, and to assess grantee and portfolio effectiveness. You will have the opportunity to lead, learn and make critical connections across portfolios, grantees and other funders.

This position will be based in Washington, DC, or San Francisco, CA, 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:**

- Proactively support grantees to make progress toward their ambitious goals for impact and scale through strategic planning and data analysis;

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- Identify key questions, challenges and opportunities for current and potential grantees as part of due diligence and grants management, using critical thinking and rigorous analysis of programmatic impact and organizational effectiveness;
- Stay up to date on relevant research and activities in the field and synthesize and connect this information to inform strategy and grants management;
- Communicate clearly and persuasively in writing and conversations with teammates, Foundation leadership and leaders of current and potential grantees;
- Assist in the design and execution of grantee convenings;
- Build trusted, collaborative relationships with peers at grantee organizations and other funders;
- Manage multiple projects and deadlines with strong project plans, good tracking systems and a steady focus on execution and quality;
- Ensure the Senior Director and Director are 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; and
- Work collaboratively across the Foundation’s Education portfolios to make connections and share learnings about what it takes to support great teachers.

#### **CRITICAL EXPERIENCE AND QUALIFICATIONS:**

- You have worked for five or more years in a school system, education-focused organization or consulting firm. We especially value a combination of consulting experience and experience designing or leading professional learning in a school or school system that has 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 and recommendations.
- You approach the critical work of improving schools with humility and a deep respect for the extraordinary work done in the field by those we support.
- You are a learner who is excited to dive into new areas and quickly build your expertise.
- You have a passion for improving education for students from low-income backgrounds and a desire 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.

#### **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](http://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:

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- 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;
  - 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, "IM PB Candidate", to ([jobs@schusterman.org](mailto: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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