



CHARLES AND LYNN SCHUSTERMAN FAMILY FOUNDATION
Portfolio Manager or Analyst, Policy and Public Understanding
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 Director of Policy and Public Understanding to advance the work of the portfolio. Our Policy and Public Understanding work supports the Foundation's broader efforts to create demand for an equitable education system that delivers high-quality instruction and helps students to realize their greatest potential and thrive economically as adults. We will support this goal by leveraging the tools of policy, advocacy and communications to advance:

- Rigorous, college- and career-ready standards and aligned systems for accountability;
- High-quality professional learning and support for educators at every stage of their careers; and
- Equity, particularly racial equity, within the system.

In this role, you will work collaboratively with the Director of Policy and Public Understanding to identify, evaluate and support outstanding organizations that can advance the portfolio, to produce data-driven recommendations for investing, building and managing strong grantee relationships, and to develop strategic communications approaches to advance our work in the field. You will have the opportunity to lead, learn and make critical connections across portfolios, grantees and other funders.

Title will be commensurate with experience. This position will be based in Washington, DC, or San Francisco, CA, and requires 20 percent travel.

We also have several other positions available; please see our website for other opportunities.

KEY RESPONSIBILITIES:

- Proactively support grantees to make progress toward their ambitious goals for scale and impact through strategic planning and data analysis;
- Communicate clearly and persuasively in writing and conversations with teammates, Foundation leadership, and leaders of current and potential grantees;
- 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;
- Identify key questions, challenges and opportunities for current and potential grantees, using critical thinking and rigorous analysis of programmatic impact and organizational effectiveness;

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- Ensure the Director of Policy and Public Understanding 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;
- Work collaboratively across the Foundation’s Education portfolios to make connections and share learnings about what it takes to support great teachers; and
- Serve as a liaison between the Education team and the Foundation Communications team to manage campaigns and external vendors that can help advance our work in the field.

Critical Experience and Qualifications:

- You have worked for five or more years in a school system, non-profit, education-focused organization or consulting firm. 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 have experience with campaigns either in a communications context or in a political advocacy context. In this role, you helped to take a campaign from start to finish but do not need to have led this work.
- 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.
- You either have experience in strategic communications and social media or have a passion for communications and narrative work.

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, "PPU 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.

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