



CHARLES AND LYNN SCHUSTERMAN FAMILY FOUNDATION
Portfolio Manager, Teacher Preparation
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 Education in Teacher Preparation to advance the work of the portfolio. Our work in Teacher Preparation supports the Foundation's broader efforts to help students to realize their greatest potential and thrive economically as adults by supporting high-quality instruction through content-focused, clinically based preparation.

In this role, you will work collaboratively with the Director of Education in Teacher Preparation to identify, evaluate and support outstanding organizations that can advance the portfolio, build and manage strong grantee relationships, organize and facilitate collaborative learning opportunities and evaluate the impact of strategies and investments. 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:

- Assist the Director of Education in Teacher Preparation to evaluate potential grantees and investments by conducting field-wide analyses of opportunities and due diligence of grantees;
- Identify key questions, challenges and opportunities for current and potential grantees, using critical thinking and rigorous analysis of programmatic impact and organizational effectiveness;
- Support grantees to make progress toward ambitious goals through strategic planning and data analysis and help evaluate measures for assessing impact of strategies and grantees;
- Help design, organization and facilitate collaborative learning opportunities for teacher preparation programs around the elements of effective standards-aligned preparation;
- 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 conversations with teammates, Foundation leadership, and leaders of current and potential grantees;
- Work collaboratively across the Foundation's Education portfolios to make connections and share learnings about what it takes to prepare and support great teachers; and

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- 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 school system, non-profit, education-focused organization or consulting firm. We especially value experience as a teacher educator in a teacher preparation program and/or work as a K-12 teacher, coach or mentor in urban schools that have implemented the Common Core or similar high standards.
- You have a strong understanding of instruction, including the most important skills and knowledge for new teachers to develop to support rigorous instruction.
- 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 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.
- You are a learner who is excited to dive into new areas and quickly build your expertise.

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;
 - 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.

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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, "TP PM 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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