



**CHARLES AND LYNN SCHUSTERMAN FAMILY FOUNDATION**  
**Manager, Strategic Projects**  
**Education Portfolio**

**THE OPPORTUNITY**

The Strategic Projects Manager is a new position that will provide strategic and implementation support to the Vice President of Education. This role will expose you to leadership and strategic challenges across public education. It requires analytical skills, strategic thinking, strong project management and excellent interpersonal skills. It is a superb opportunity for someone who is outcomes-focused and wants deeper hands-on exposure to some of the most important issues, organizations and leaders in K12 education today and to philanthropy as a way to make change and advance equity.

The Strategic Projects Manager will focus on three core areas: supporting the Vice President, leading cross-team projects and strengthening our culture. This person will work closely with the Vice President, learning alongside her and from other senior leaders inside and outside the Foundation.

As the Strategic Projects Manager, you will need to be analytical, entrepreneurial and action-oriented. You maintain a big picture mindset while paying close attention to details and managing multiple projects to completion. You have a flexible working style and a strong orientation toward helping a team operate at its highest level. You engage fully, improving what the team accomplishes by sharing your ideas in healthy dialogue and debate. You bring a sense of joy—whether quiet or overt—to your work.

**WHAT YOU WILL DO:**

*Support Vice-President*

- Support the Vice President in managing priorities, commitments and responsibilities, and attending to key operational and strategic needs expeditiously and proactively;
- Manage grants in the Vice President's portfolio by: doing diligence, writing analytical investment memos, and tracking progress against goals;
- Lead projects that either pertain to specific grantees (e.g., a compensation review study) or further the productivity of the education team or, in some cases, the Foundation; and,
- Ensure Vice President is prepared for meetings, and attend, capture information and manage follow-up.

*Strategy and Special Projects*

- Drive strategic initiatives, such as building data analysis processes and data visualization dashboards and developing approaches to common challenges, like board member identification;
- Assist in the design and execution of convenings and other collaborative learning experiences for grantees or team members; and
- Lead annual planning as well as quarterly goal and review processes.



### *Build Team Excellence*

- Design practices that develop and embed a culture of excellence that reflects our core values of: equity, impact, optimism, humility and collaboration;
- Lead projects that improve our talent development systems and team operations; and
- Manage and develop Operations Manager.

As this position is new, the set of responsibilities will evolve. The position reports to the Vice President of Education and is based in San Francisco, CA. Occasional weekend and evening work, and occasional travel required.

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

- You have a passion for ensuring that public education enables all students—especially low-income students of color—to access careers that provide their families with economic stability.
- You have a commitment to and learning orientation toward diversity, equity and inclusion.
- You have worked for five or more years in positions that have had strategic, operational and analytical responsibilities.
- You are a self-starter who takes initiative, prioritizes well, manages projects to completion and delivers quality work on tight deadlines.
- You thrive on data. You can analyze and synthesize complex qualitative and quantitative data into critical takeaways, questions and recommendations. You have experience developing and tracking impact measures and program outcomes to ensure success against goals.
- You are a creative, critical thinker who can engage at both the big picture and detail levels.
- You have a strong team orientation and excel at working collaboratively with people who have various styles.
- You write well and quickly, and are proficient with Microsoft Excel and PowerPoint.

### **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:

- 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.

*The Charles and Lynn Schusterman Family Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply.*



- 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. The Foundation encourages ongoing professional development and supports activities aligned with one's individual career growth plan.

### **TO APPLY**

Please submit a resume and one-page cover letter via e-mail with the title, "Strategic Projects Manager Candidate", to ([jobs@schusterman.org](mailto:jobs@schusterman.org)). Applications will be reviewed in a rolling basis until the position is filled. Schusterman does not cover relocation expenses for this position.

*The Charles and Lynn Schusterman Family Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply.*

*The Charles and Lynn Schusterman Family Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply.*