

EDUCATION PORTFOLIO ASSOCIATE

Job Description (Boston)

OVERVIEW

The **Education Portfolio Associate** role is a unique opportunity to make an impact, learn about the education and nonprofit world, and gain the skills and experiences to be a future leader in the sector. The objective of One8's Education Portfolio is to transform classrooms and instruction to prepare students for success in a rapidly changing, high tech world, focusing on STEM, 21st century skills and applied learning opportunities. Associates contribute to this effort by supporting nonprofits run by ambitious leaders pursuing high-impact ideas in education, through projects such as strategic planning, program evaluation, implementation planning, and due diligence. The role offers a rich learning experience including formal Professional Development opportunities, informal networking and exposure to some of the most prominent leaders in the state. Associates often go on to top graduate schools and leadership positions at various non-profits.

ORGANIZATIONAL OVERVIEW

The One8 Foundation propels and supports outstanding leaders with compelling ideas that deliver scaled, sustainable social impact. We are both a venture philanthropy and a pro bono consulting firm working side by side with grantee partners to create social change. The Education Portfolio is oriented around the idea that an outstanding education should be available to all, regardless of zip code. One8 identifies, supports and scales high impact programs and approaches that help schools and teachers prepare students for success in a rapidly changing, high tech world. We focus on STEM and 21st century skills and applied learning opportunities that make learning relevant, stimulating and rewarding for students, amplifying understanding and interest. We pilot promising programs and school models, work with non-profit leaders to foster continual improvement and scale those programs with proven results.

THE EDUCATION PORTFOLIO ASSOCIATE POSITION

Education Portfolio Associates are responsible for helping to identify potential grant opportunities through robust due diligence of investment areas and organizations, providing consulting or strategic planning support for grantees, and conducting research on areas of interest to build the foundations' internal knowledge. Associates report to Portfolio Managers and split time working across multiple projects within the Education portfolio. Associates will have broad exposure to the education sector and become active members in the collaborative One8 culture that includes monthly education team meetings, continual brainstorming and knowledge sharing.

Associate responsibilities include:

- Conduct research and due diligence on potential investment areas and organizations.
- Perform all necessary analyses, which may include benchmarking, financial modeling, competitive assessment, and analysis of organizational outcomes.
- Assess quality and sustainability of organizational leadership, strategic plans, and business models.
- Develop and maintain a deep understanding of the One8 Foundation's areas of concentration; scour sources to get smart on organizations and issue areas.
- Assist in development and refinement of strategic, business and/or implementation plans in partnership with leaders from grantee organizations and/or potential grantees.
- Participate in strategic planning sessions, which focus on issues such as theory of change, model codification, strategic priorities, articulation of outcomes, etc.
- Provide strategic and "block & tackle" support to grantees in the execution of strategic plans, offering analysis and advice on program implementation, outcomes, finances, human capital and other areas.
- Foster strong working relationships and effective channels of communication with leaders from both grantee organizations and potential grantees.
- Prepare investment papers for the One8 Foundation's board meetings.

PROFESSIONAL QUALIFICATIONS

Qualified candidates will possess:

- A strong belief that the cycle of poverty can be broken and that life outcomes of children can be dramatically improved with a high-quality education and appropriate supports.
- 2-4 years of experience in an Analyst or Associate role at a top tier consulting firm.
- Demonstrated ability to conduct research, analyze and interpret programmatic, management and financial information, and sift through information to unearth relevant implications and opportunities.
- Strong and creative problem-solving capabilities.
- A strong commitment to act, break down barriers and be part of the solution.
- Strong interpersonal skills; demonstrated ability to collaborate with diverse people and organizations.
- A love of learning and achievement and the desire and skills to help others succeed.
- Self-motivation, ability to work independently, take initiative and solve problems.
- Excellent written and verbal communication skills and attention to detail; ability to produce high impact work product in Microsoft Word, Excel, and PowerPoint.

APPLICATION PROCESS

One8 Foundation is Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Salary is competitive and commensurate with experience. Target salary for this position is \$85,000. Interested candidates should send a resume and letter of interest to careers@one8.org.

Do work that **MATTERS**.
For your future. For the future.

ASSOCIATE PROGRAM

Education for Social Impact

➔ **Opportunity**
in Venture
Philanthropy



Boston, MA

ONE8's MISSION



The One8 Foundation propels and supports outstanding leaders with compelling ideas that deliver scaled, sustainable social impact. We are both a foundation and a pro bono consulting firm providing strategic planning and implementation support to our non-profit grantees.

EDUCATION PORTFOLIO

An outstanding education should be available to all, regardless of zip code. One8 identifies, supports and scales high-impact programs and approaches that help schools and teachers prepare students for success in a rapidly changing, high-tech world. We focus on STEM and 21st century skills delivered through applied learning opportunities that make learning relevant, stimulating and rewarding for students, amplifying understanding and interest.

We pilot promising programs and school models, work with non-profit leaders to foster continuous improvement and scale those programs with proven results.

One8 Associates work across the portfolio of grantees, impacting ~350 schools across Massachusetts.

Some of our
grantees include



MIND
RESEARCH INSTITUTE

BUCK INSTITUTE FOR EDUCATION

PBLworks

APPRENTI



PROJECT LEAD THE WAY
PLTW



up
Education
Network

Youth
VILLAGES®
The force for families

THE PROGRAM

Through the One8 Foundation's Associate Program, you will help to vet grant ideas as well as provide advisory support to non-profits run by ambitious leaders pursuing high-impact ideas in education.

The Associate Program offers an incredibly rich learning experience, after which our Associates successfully pursue graduate school or leadership positions at various organizations. This is a unique opportunity to further develop professionally while making an impact in the education and non-profit sectors.

ASSOCIATES WILL

- Work across the non-profit, public and private sectors
- Run due diligence on potential grantee organizations
- Perform analyses (e.g. financial modeling, competitive assessment)
- Participate in strategic planning sessions
- Provide ongoing, strategic support to grantees
- Conduct education sector research and landscape analyses
- Foster strong working relationships with grantees
- Prepare investment white papers for board meetings

One8 Associates use their experience to make **real change** across diverse sectors





APPLY TODAY
One8.org/careers

WHY JOIN THE PROGRAM

LEVERAGE YOUR SKILLS TO DO MISSION-DRIVEN WORK

You have developed foundational analytic and strategic skills at a top-tier firm, working with private sector clients on high-stakes business projects. Now, leverage that experience to build deep relationships with our grantees, working side by side to make a difference in the world.

"It was a **perfect transition from the private sector**, because it allowed me to use the skills I'd built there to **impact schools and non-profits** and to network with people in the education sector."

KEREN

Former One8 Foundation Associate

ACCELERATE YOUR PROFESSIONAL DEVELOPMENT

The Portfolio Associate position provides a unique opportunity to work closely with some of the best non-profit and education leaders, with a combination of significant high-level strategic consulting work, implementation and operations, and due diligence and grant making.

- Receive up to \$10k to spend on professional development opportunities
- Lead high visibility work across a variety of projects
- Improve your analytic, communication, and project management skills
- Benefit from dedicated time, advice and feedback with experienced consulting managers

"**The team at One8 is amazing.** They're sharp, thoughtful, humble, and passionate, and the managers devote significant energy into **creating a strong culture and developing their teams.**"

KATIE RAE

Former One8 Foundation Associate

POSITION YOURSELF FOR THE FUTURE

Whether you're thinking about transitioning to graduate school, a career change, or exploring the social impact sector, the One8 Foundation Associate Program is a truly differentiated experience which will serve as an excellent launching pad to your next career move. Over your time with One8, you will gain a birds-eye view of the education and non-profit worlds, with opportunities to network and develop experience relevant to a wide range of career paths.

"The work I did as an Associate **informs every analysis** I run, **every presentation** I create, and **every meeting** I lead."

ALICE

Former One8 Foundation Associate

Associate Program: Education for Social Impact

REQUIREMENTS & QUALIFICATIONS

- ✓ **1 - 3 years of experience**
in an Analyst or Associate role at a top-tier consulting firm.
- ✓ **Intellectual curiosity and a strong commitment to act**, break down barriers and be part of solutions that drive meaningful impact.
- ✓ **Excellent problem-solving capabilities**; self-motivation, ability to work independently and take initiative.
- ✓ **Demonstrated ability to collaborate** with diverse people and organizations; strong interpersonal skills.
- ✓ **Demonstrated ability to conduct research**, analyze and interpret programmatic, management and financial information.

The One8 Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Salary is competitive and commensurate with experience.

"In two years, I was able to work on a huge variety of projects, from more traditional grant-related due diligence, to in-depth strategic planning, to hands-on operations support. The nature of the Associate Program is that you constantly have more than one project on your plate which **accelerates both the learning curve as well as the opportunities available to you."**

HANNAH

Former One8 Foundation Associate

APPLY TODAY
One8.org/careers

Questions?
careers@one8.org

one8
FOUNDATION

