



POSITION: Portfolio Associate, Education

LOCATION: Boston, MA (option for remote on Monday & Friday, schedule permitting)

OVERVIEW

The 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 progress in a career in either the for-profit or nonprofit sector. Associates contribute to our work by supporting due diligence, strategic planning, program evaluation, implementation planning, and operational support for nonprofits pursuing high-impact ideas in education. This role offers a rich learning experience, providing the opportunity to develop and refine strategy skills while gaining exposure to the implementation process and the iterative cycles of problem-solving it requires. This role has a strong focus on professional development, including formal opportunities, regular and robust feedback cycles, dedicated mentorship, informal networking, and exposure to some of the most prominent education leaders in the state. This support is intended to provide a launchpad for Associates to pursue their interests - after two years in this role, Associates often go on to top graduate schools and leadership positions at various nonprofit and for-profit entities, including within One8.

ABOUT THE ORGANIZATION

Founded in 2006, the One8 Foundation's mission is to accelerate and bolster the success of nonprofit organizations in its priority grantmaking areas – Education and Jewish Community/Israel. The One8 Foundation does this by pursuing a venture philanthropy approach – identifying promising grantees to support with meaningful funding and deep strategic engagement. One8 also funds direct community support to assist children and families in need and help them improve their own lives. The Foundation's trustees have high risk tolerance and are committed to impact.

The One8 Foundation is committed to providing meaningful support to nonprofits that have the greatest potential to create large-scale, sustained change. The principles that guide its work include:

- Going deep through rigorous due diligence
- Developing the capacity of grantee leaders
- Piloting exemplars to demonstrate what is possible
- Scaling impactful programs with proven results
- Supporting and sharing research that enables insight and continuous improvement

ABOUT OUR EDUCATION STRATEGY

One8's Education Portfolio is oriented around the idea that an outstanding education should be available to all, regardless of zip code. The objective of our work is to transform classrooms and instruction to prepare students for success in a rapidly changing world, focusing on 21st century skills and applied learning curricula.

We emphasize applied learning where students learn rigorous content and use their new knowledge to solve authentic problems similar to those that professionals tackle in the real world. We believe deeply in the ability of all students to grapple with the challenges we face as a



society and in educators to support them in this pursuit. We are in this for change at scale. Our intent is to demonstrate what is possible to act as a catalyst for change beyond Massachusetts.

THE PORTFOLIO ASSOCIATE POSITION

Portfolio Associates are responsible for helping to identify potential grant opportunities through robust due diligence of investment areas and organizations, providing strategic planning and implementation 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, including benchmarking, financial modeling, competitive assessment, and analysis of organizational outcomes.
 - Assess the quality and sustainability of organizational leadership, strategic plans, and business models.
 - Prepare investment papers for the One8 Foundation's board meetings.
- Provide strategic and implementation support to grantees in the execution of strategic plans
 - Assist in development and refinement of strategic, business, and implementation plans in partnership with leaders from grantee organizations.
 - Offer analysis and "block & tackle" problem solving on program implementation, outcomes, finances, human capital, communications, and data management.
 - Foster strong working relationships and effective channels of communication with leaders from both grantee organizations and potential grantees.
- Participate in internal and external strategic planning sessions, focusing on theory of change, model codification, strategic priorities, articulation of outcomes, etc.
- Develop and maintain a deep understanding of the One8 Foundation's areas of concentration; scour sources to get smart on organizations and issue areas.

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 support.
- 2-4 years of experience in an Analyst or Associate role; experience with a consulting firm preferred. Strong candidates with 1 year of experience will be considered.
- Demonstrated ability to conduct research, analyze and interpret programmatic, management and financial information to unearth relevant implications.



- Excellent written and verbal communication skills and attention to detail; ability to produce high-impact work products in Microsoft Word, Excel, and PowerPoint.
- Strong and creative problem-solving capabilities.
- Strong interpersonal skills; demonstrated ability to collaborate with diverse people and organizations.
- A strong commitment to act, break down barriers and be part of the solution.
- A love of learning and the desire and skills to help others succeed.
- Self-motivation, ability to work independently, take initiative and solve problems.

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience. In addition to the One8 employee benefit package, funding is available for Associates of up to \$10,000 for professional development opportunities over the first two years of employment. Target salary range for the position is \$85,000-\$100,000.

APPLICATION PROCESS

Interested candidates should [use this link](#) to submit a cover letter, resume, and salary expectations.

One8 Foundation is an equal opportunity employer and welcomes candidates from diverse backgrounds.