Associate Director

Eli and Edythe Broad Foundation | Los Angeles, California

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**Background**

Founded by self-made entrepreneur Eli Broad and his wife Edythe, both graduates of Detroit Public Schools, The Eli and Edythe Broad Foundation is a philanthropy that seeks to ensure that every student in an urban public school has the opportunity to succeed. Bringing together top education experts and practitioners, the foundation funds system-wide programs and policies that strengthen public schools by creating environments that allow good teachers to do great work and enable students of all backgrounds to learn and thrive. For more information about the Foundation’s education initiatives, please visit [www.broadeducation.org](http://www.broadeducation.org/).

**Job Summary**

As a key member of The Eli and Edythe Broad Foundation’s education investment team, the associate director will manage a portfolio of investments focused on developing and supporting cohesive systems of empowered schools. This includes pursuing a portfolio approach to managing schools, expanding high quality charter management organizations (CMOs), exploring mechanisms to enforce charter accountability, and gauging parent, teacher and community support for these systems, among other investment opportunities as they arise.

This is an ideal opportunity for an entrepreneurial individual with strong communication, relationship-building and analytical skills. The associate director will be an integral part of a highly motivated, fast-moving investment team and will have a large degree of ownership in developing and managing investments.

**Reports To**

Senior Director

**Responsibilities**

* Seek and evaluate new grant opportunities based on the foundation’s priorities, including analyzing business plans, programs and budgets
* Develop creative strategies for accomplishing organizational goals when the path to achieving those goals is not clear
* Manage and support a significant portfolio of investments, ensuring that portfolio organizations receive effective guidance and assistance
* Build strong relationships with a broad array of grantees and provide support to grantees throughout the grant development, implementation and evaluation process
* Work with evaluators to develop and implement assessment mechanisms for grants
* Be knowledgeable about leading challenges, issues, new thinking and personalities in the education reform sector that are relevant to achieving the mission of the foundation

**Qualifications**

* A minimum of seven years of professional work experience required; previous experience in education policy, management consulting, finance, or managing complex projects strongly preferred
* Exceptional strategic thinking capabilities with the capacity to understand complex organizations and systemic issues and the ability to conceptualize, manage and evaluate multiple large-scale projects
* Ability to work effectively with a range of senior leaders, across a diverse spectrum of grantees and focus areas
* Superb written and verbal communication skills
* Experience working in an entrepreneurial and/or fast-paced environment; an entrepreneurial spirit is a must
* Personal presence and communication skills to represent the foundation in diverse forums and organizational relationships
* Demonstrated personal commitment to the cause of improving urban public education systems, together with determination to find creative ways to improve upon traditional structures
* Bachelor’s degree required; advanced degree (e.g., MBA, MPP or JD) strongly preferred
* Ability to be a flexible, collaborative team player in a nimble, fast-paced environment
* Enthusiasm to build upon and contribute to a positive and collegial team culture
* Willingness to travel up to 25 percent domestically

**Compensation**

Salary for this position is competitive and commensurate with experience. The foundation offers a comprehensive benefits package.

**Requirements/Other**

*The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the job.*

Employment is contingent upon a satisfactory background, credit and reference check. You must be legally authorized to work in the United States.

The Eli and Edythe Broad Foundation does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities.

**How to Apply**

Please submit your resume and letter of interest at<https://broadeducation.applicantpro.com/jobs/89628.html>.

Eli and Edythe Broad Foundation

([http://www.broadfoundation.org](http://www.broadfoundation.org/))