



POSITION DESCRIPTION

Position: Associate, Investment Team
Location: Denver/Boulder, CO or Chicago, IL

BACKGROUND

Do you want to leverage your business skills and experience to make a difference in K-12 education? The [Charter School Growth Fund](#) (CSGF) is a leading nonprofit venture philanthropy fund dedicated to identifying the nation's best public charter schools, funding their expansion, and helping to increase their impact. Our portfolio includes 61 charter school networks that operate 774 schools serving more than 320,000 students. We embarked on a third national fund in 2015, through which we seek to double the number of students served by helping launch 600 new great public charter schools by 2020. Ultimately, we think our portfolio can grow to serve ~1,000,000 students within a decade.

OPPORTUNITY

CSGF is seeking an Investment Associate to join our team. The Associate will collaborate with CSGF's Partners to develop new investments and manage ongoing relationships with networks of high-quality charter schools. We are seeking a candidate with a strong results orientation and adept financial and analytical skills. The ideal candidate will demonstrate an ability to manage complex projects, think strategically, and communicate effectively with diverse groups of stakeholders. While prior professional educational experience is not a requirement, we are looking for candidates who are passionate about and committed to K-12 education reform.

KEY RESPONSIBILITIES

Below is a general outline of responsibilities. CSGF is a fast-moving organization and roles and responsibilities may change to meet the needs of the organization and the groups we support.

- Conduct intensive due diligence on high-performing charter school operators, including analysis and evaluation of financial models, academic achievement data, market dynamics, leadership teams, and business plans
- Serve as relationship manager for members of CSGF's portfolio, working closely with management teams, attending board meetings, and acting as a strategic thought partner to the CEO
- Provide support to charter school operators that are undergoing a strategic planning process, including assisting with financial models and business plans
- Prepare investment proposals and recommendations for CSGF's partners and board of directors
- Lead sourcing efforts in specific geographic regions to identify potential investment candidates
- Work closely with CSGF Partners on various research and analytic projects
- Manage portfolio member data for use in investment decisions and industry benchmarking
- Collaborate with other CSGF teams to continuously improve internal processes and work flow

REQUIRED QUALIFICATIONS

Skills and Characteristics

- Deep commitment to CSGF's mission
- Strong strategic thinking, analytical, and creative problem solving skills
- Demonstrated expertise in financial modeling, financial statement analysis, and strategic planning
- Excellent interpersonal and communication skills, particularly the ability to build strong relationships with diverse groups of stakeholders
- Strong project management experience that drives efficiency and excellence in all aspects of work
- Ability to work seamlessly between high-level strategy and detail oriented work
- Willingness to travel extensively

Educational Background and Work Experience

- Bachelor's degree required. An advanced degree is strongly preferred, specifically an MBA
- Three to five years of work experience, preferably including management consulting, investment banking, venture capital, corporate strategy, or similar experience
- Experience in education/non-profit field is a plus

WORKING AT CSGF

We are focused on hiring and developing great people, giving them plenty of freedom and autonomy, and maintaining high expectations to help team members grow personally and professionally. In return, our team delivers high-quality work that increases our ability to find, fund, and deepen the impact of the highest performing public charter schools in the country. Our core values are:

- **Results.** We work relentlessly to create efficient, measurable, and sustainable results. We strive for excellence and pursue our mission tenaciously. *Ideally, you thrive working in a self-directed manner in a fluid environment where flexibility and tenacity are required.*
- **Entrepreneurship.** We embrace calculated risks and new approaches. We have an entrepreneurial spirit that welcomes innovation, diversity of ideas, and risk. *We rely on you to question conventional wisdom and think independently.*
- **Integrity.** We are truthful, fair, and trustworthy in all aspects of our work. We hold ourselves and our partners to the highest ethical standards. *We trust you will too.*
- **Respect.** We appreciate the challenges faced by education entrepreneurs and recognize the limits of our own knowledge. We understand that our ultimate success is dependent upon the achievements of our partners. *Your humility will be key to building trusted and authentic relationships.*
- **Teamwork.** We value each of our team members as individuals but believe that we achieve the greatest results by working together. We willingly sacrifice individual interests and recognition for greater collective impact. *We hope having fun at work is important to you and you enjoy being a team player.*

COMPENSATION

Compensation is commensurate with experience and education. CSGF offers a very competitive compensation package and this position is eligible for a performance bonus.

START DATE

CSGF is seeking candidates who can start as soon as possible.

APPLICATION INSTRUCTIONS

If interested, please send a resume and cover letter via email to: careers@chartersgrowthfund.org.
Work authorization required (candidate must have permanent authorization to work in the US).

The Charter School Growth Fund is an equal opportunity employer and has a strong commitment to diversity. Candidates of all backgrounds are encouraged to apply.