



TWO SIGMA

The Overdeck Family Foundation (the “Foundation”) has been making grants since 2010 in efforts to help all kids achieve their greatest academic potential. The Foundation aims to fund programs and projects that have proven, quantifiable, and compelling results. Visit www.overdeck.org for more information.

The Foundation is seeking a full-time Program Associate to support the foundation’s work across its four portfolio areas including Early Impact, Inspired Minds, Innovative Schools, and Exceptional Educators. The role will focus on supporting the Foundation’s research-based grantmaking strategy and candidates should possess a deep understanding of education, policies and best practices surrounding these issues.

Responsibilities include:

Grantmaking Support

1. Conduct research to build strong pipelines and competitive landscapes of potential investment opportunities
2. Assist with cultivation of new grantmaking opportunities based on research findings
3. Assist with diligence process and research of potential organizations and grantmaking opportunities
4. Assist program staff to establish working relationships with current grantees, particularly through site visits, phone calls, meetings, and other communications
5. Review progress reports and proposals submitted in assigned portfolios analyzing information for completeness/compliance with intent of Foundation support and preparing related materials for the review of the Director and Board of Trustees
6. Monitor and evaluate impact of grants/grantees through review of reports, conversations with grantees, and other observations
7. Document visits, meetings, and substantive phone calls and emails with current or potential grantees, through written memos to file for input in MicroEdge GIFTS Online
8. Perform other responsibilities as necessitated by the Foundation’s work.

Ideal Experience:

The Program Associate will have a passion for education and experience with the relevant content, an understanding of work in the nonprofit sector, and a strong desire to work with and support the Foundation. Requirements include:

- Minimum 2 years of professional experience desired, with relevant content expertise. Students who recently completed graduate studies in education, public policy, public administration, and related fields are especially encouraged to apply.
- Understanding of research and quantitative methods, evaluation and the ability to read and interpret research.
- Deep knowledge of the PK-12 education space and policy trends.
- Analytical, research, outcomes/metrics oriented.
- Proven ability to manage projects independently and drive toward outcomes.
- Flexible, clear strategic thinking and a strong desire to help the Foundation improve the impact of its grantmaking through varied quantitative and qualitative means.
- Excellent organizational skills and judgment, ability to prioritize work, manage time and multiple priorities, and meet deadlines; attention to detail and accuracy.
- Familiarity with a fast-paced, entrepreneurial environment.

To apply: Visit the link [here](#).