

Portfolio Associate, K-9 Education

About Overdeck Family Foundation

Overdeck Family Foundation (“the Foundation”) was founded in 2011 with the goal of providing all children the opportunity to unlock their potential. The Foundation focuses exclusively on enhancing education, funding efforts both inside and outside of school in the areas of early childhood, informal STEM education, and K-9 programs that include supporting educators and student-centered learning environments. Our grantmaking and strategic support focus on unlocking innovation, evidence, and growth opportunities for organizations that are committed to accelerating key academic and socioemotional outcomes for all children. The Foundation funds both direct impact organizations and ecosystem efforts that clear the path to scale for our grantees and the work that they do.

At the Overdeck Family Foundation, we achieve our impact by thinking and acting with rigor and collaborating with one another, fostering a culture of curiosity and learning, and living our core values to drive meaningful change. Visit www.overdeck.org for more information.

The Portfolio Associate Position:

Overdeck Family Foundation seeks to hire a full-time Portfolio Associate to support its grantmaking focused on K-9 education, with a primary focus on the [Innovative Schools](#) portfolio and a secondary focus on the [Exceptional Educators](#) portfolio. Reporting to the Portfolio Manager, Innovative Schools, the Associate will source new grantees; analyze and synthesize research, data, and field trends to facilitate learning; support grantee data collection and analysis; and efficiently manage the grantmaking workflow of the portfolio. The ideal candidate is a results-driven, detail-oriented, enthusiastic, and flexible individual who is also a keen learner, proactive, and collaborative, demonstrating strong analytical and organizational skills.

The Innovative Schools portfolio supports organizations that leverage technology to create student-centered, evidence-based K-9 learning environments that engage, challenge, and improve academic, executive function, and social-emotional skills for all students.

What You’ll Help Us Do:

- **Facilitate continuous learning, improvement, and data-informed decision-making**
 - Analyze and visualize data to inform decision-making, develop grant recommendations, and facilitate learning with external partners
 - Maintain an up-to-date, complete database of all current and potential grantees to support analysis, learning, decision-making, and reporting
 - Synthesize and elevate research, trends, and changes in the national landscapes surrounding K-9 education, edtech initiatives, and philanthropy, to inform portfolio strategy
 - In partnership with the Foundation’s Strategic Impact & Learning (SIL) team, deepen understanding of grantee impact by creatively and rigorously applying evidence, grantee data, insights from research, and input from experts
- **Ensure portfolio operations run smoothly**
 - Efficiently manage the logistics of the portfolio, including grantmaking, grantee support, and events
 - Utilize the grants management system (GivingData) and internal goals tracker to ensure timely and accurate data management
 - Proactively identify and act on opportunities for operational improvements in collaboration with peer Portfolio Associates

- Support Portfolio Manager with grantee check-ins, events, and meetings
- **Find and fund impactful, scalable organizations**
 - Help us develop a more open and diverse pipeline of potential grantees that expand access to tech-enabled, student-centered K-9 learning environments
 - Conduct due diligence research on potential grantee organizations, use your critical thinking and analytical skills to examine organizations' impact and scale potential, and make recommendations to the Portfolio Manager about strategic alignment and organizational fit
 - Contribute to concise and clear grant recommendations to the Foundation's Leadership Team
- **Support Portfolio Manager to help grantees grow their impact**
 - Partner with internal colleagues and external contractors to plan and coordinate the execution of capacity-building support for our grantees
 - Drive new approaches to support meaningful knowledge sharing and collaboration among our grantees and partners

Who You Are:

Results-driven and reliable. You are highly goal-driven, motivated by results, and committed to continual improvement. Your verbal and written communication skills enhance your ability to manage details and see the broader context effectively. This ability ensures successful task prioritization and clear communication of ideas, allowing you to showcase your work compellingly and emphasizes your reliability and excellence in all tasks.

Exceptionally Organized. You are recognized for your exceptional organizational skills, bringing order and efficiency to every aspect of your work. With meticulous attention to detail and a process-oriented mindset, you manage tasks, projects, and deadlines with precision. Your organizational expertise also enables you to quickly adapt to changes, re-prioritize as needed, and maintain a clear overview of project statuses and milestones.

A strategist with a high capacity to compile and analyze data. You are able to adeptly understand a problem, identify potential solutions, and narrow those solutions through a cost-benefit analysis lens. You are able to analyze complex datasets to tell clear and accurate stories.

A smart, eager learner. You take a nuanced and rigorous approach to your work, both able to act on well-informed hypotheses and willing to change your mind. You use your critical thinking and quantitative analysis skills to see patterns, guide smart decision-making, and evaluate opportunities. You're comfortable with data and enthusiastic about what the data can teach us.

Enthusiastic about education. You have a passion for innovation and excellence in education. You enjoy learning, collaborating, and having fun while working hard to improve outcomes for children. You're motivated by the Foundation's mission of unlocking every child's potential and its approach to funding promising ideas and solutions.

Flexible and proactive. Your flexible, self-starting style helps you move quickly from one task to another and manage multiple projects at once. You take ownership of your work and aren't afraid to solve problems creatively. You're open to new projects and opportunities and get excited by the possibility that comes with ambiguity.

Collaborative. While you work well independently, you thrive as part of a team. You're comfortable building relationships, both within and beyond the organization, because you are kind, thoughtful, and curious. You ask insightful questions and listen with a desire to empathetically understand.

What You've Done:

Required experience:

- Minimum of two years of work experience
- Work experience in education, consulting, data analysis, impact investing, research and/or product management is preferred
- Subject matter proficiency in K-9 education, such as education technology, innovative school models, instructional materials, or professional learning preferred
- Bachelor's degree or equivalent experience

Working at Overdeck Family Foundation

The base pay for this role is \$80,000-\$90,000, with potential additional compensation and benefits, including a discretionary bonus based on performance at year-end, medical, dental, and vision coverage, and wellness programs. The Foundation has an employee match program and also contributes 8% of the base salary to employee 401(k), provides \$3K for professional development, and tuition reimbursement for relevant courses. The total compensation range aligns with our expectations, reserving the top end for qualified candidates who fully meet the required skills, qualifications, and experience.

Overdeck Family Foundation requires all employees to live within a commutable distance from the office in the SoHo neighborhood of New York City. Each week, employees must work in the office on Tuesdays and additional "team days" for collaboration, with the option to work remotely on all other days. Perks of being in the office include on-site gyms with laundry service, wellness classes, snacks and beverages, and a casual dress code in our beautiful office.

How to Apply

Overdeck Family Foundation is partnering with [RCG Talent Solutions](#) to find our next Portfolio Associate. Please follow [this link](#) to submit your application and direct all questions to openroles@rcgtalent.com. RCG will review all applicants and, upon qualification, contact you to determine next steps.

Equal Opportunity Employer

Overdeck Family Foundation is dedicated to the work of unlocking every child's potential. We are committed to creating a workplace where employees thrive both personally and professionally. We also believe our employees should reflect the rich diversity of the children in the education system we aim to support—in race, gender, age, culture, and beliefs—and we support this diversity through all of our employment practices.

All applicants and employees who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity. By submitting this online application form, you consent to be contacted via email with important updates and other information from RCG Talent Solutions.