



Position: Analyst/Senior Analyst at Education Forward DC

Reports to: Senior Manager

Start date: August 1, 2017 (earlier if possible)

Location: Washington, DC

Application Deadline: June 2, 2017

The Challenge & Opportunity

After a decade of transformational educational leadership in the city, Washington, DC is on the precipice of becoming a national success story. Student enrollment is skyrocketing, graduation rates have climbed more than 10% over the last five years, and DC's student gains have outshone the nation. Still, only 1 in 9 of the city's most vulnerable students (those with special education needs and those living in extreme poverty) are on track for college and career success. If unaddressed, this challenge could worsen and leave even more children behind. If addressed well, a focus on the city's most underserved youth will raise the tide for all of DC's students and become a force multiplier in support of educational and social justice in our nation's capital.

The Organization

[Education Forward DC](#) (Ed Forward DC) is a nonprofit organization founded in 2016 in Washington, DC. Guided by our [core values](#), [we](#) work to advance quality and equity in public schools to ensure that every DC student gets a great education. Specifically, [our five-year goal](#) is to double the number of underserved students who are college and career ready. Ed Forward DC accelerates the work of local leaders by aggregating and disseminating \$70M of local and national philanthropic dollars to local grantees who are committed to transformational change, and takes an active role with each grantee in its [portfolio](#) to help them create sustainable organizations that generate breakthrough results for the students they serve.

The Person

As an Analyst/Senior Analyst, you will support our Schools, Human Capital, and/or Public Engagement grantmaking teams by conducting due diligence, making grant recommendations, and providing tailored ongoing assistance to the organizations and entrepreneurs in our portfolio. In addition, you will work with us on our investment strategy, ongoing performance analysis, and network-building events focused on creating a strong community of visionary education leaders.

Key responsibilities include, but are not limited to:

- Conduct due diligence on prospective grants, including assessing performance and business plans against our [grantmaking criteria](#) and conducting market research; synthesize findings through rigorous written analysis to inform recommendation to the grantmaking team
- Conduct quantitative and qualitative data analysis, including analysis and forecasting of school performance and investment impact
- Support and/or lead management assistance and provide guidance on key strategic issues to individual grantees
- Support and/or lead internal and external meetings with key stakeholders



- Organize network events to foster collaboration and innovation among entrepreneurs and organizations
- Support grantmaking team-specific project management and systems management

Skills and Qualifications

- [We work intentionally to disrupt patterns of racial inequity](#); a strong candidate will demonstrate an unwavering commitment to educational equity and improving public education in DC
- Collaborative team player who is excited about building strong relationships among diverse communities
- Strong strategic thinking skills to understand, frame, and address complex problems
- Superior quantitative and financial analysis skills
- Demonstrated ability to synthesize complex ideas and findings in oral and written communication
- Self-directed, self-starter with a track record of successfully managing multiple priorities and projects
- Personal presence necessary to effectively interact with senior internal and external stakeholders
- Proven ability to develop and present professional materials (e.g. spreadsheets, written memoranda, presentations) with a meticulous attention to detail
- Humble and responsive to feedback, with capacity to learn quickly and continuously
- Excellent technical skills, including fluency with Microsoft Excel, PowerPoint, and Word

Education and Experience

- Minimum two to three (2-3) years of experience. K-12 public education, consulting, finance, Washington, DC, and/or or entrepreneurial experience valued
- Bachelor’s degree required

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The Tangible Good

We offer a competitive salary and benefits package, including a 401(k) program with a 4% match that is fully vested day one and 100% of health/dental/vision premiums fully covered.

We are Deeply Committed to Equity & Diversity

We are on a mission to build a team that reflects DC’s students, and strongly encourage candidates of color to apply. Education Forward DC is an equal opportunity employer and does not discriminate against any employee or applicant because of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We encourage anyone for whom this overview resonates to apply.

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How to Apply

Please click on [this link](#) to apply. No phone calls please.