



## Position Description

**Position:** Investment Associate  
**Reports to:** Partner  
**Location:** Denver/Boulder, CO

## Background

The Charter School Growth Fund (“CSGF” or “the Fund”) is a non-profit venture fund that was founded by leading national philanthropists in 2005. Its mission is to provide philanthropic venture capital to expand the highest performing charter school operators across the nation that are producing outstanding academic outcomes for underserved students. CSGF accomplishes its mission by providing the financing, business planning support, coaching and resources that its portfolio members need to build self-sufficient networks of high-performing schools.

CSGF invests in charter school management organizations (“CMOs”) that deliver great results and are capable of achieving long-term sustainability on public revenues. The Fund’s grant-and-loan financing packages are designed to enable these organizations to dramatically expand their capacity to serve more low-income and other high-need students and extend their impact to more communities.

CSGF currently has more than 30 portfolio members serving over 100,000 students who are 91% minority and 75% low-income. All of CSGF’s current portfolio members exceed their local districts’ academic performance, and many have closed the “achievement gap” between their students and their more affluent peers. Collectively, these portfolio members are growing their enrollment at about 30% per year, and have the chance to change dramatically the outcomes for students in their communities.

## Opportunity

CSGF is seeking an Associate to join its dynamic and growing team. The right candidate will have a results orientation, strong financial and analytical skills, and the capacity to manage complex projects, think strategically, and communicate effectively. Working alongside CSGF’s partners, the Associate will help develop new investments and provide support for existing portfolio organizations. The Associate will have the opportunity to play the lead role developing new investments and managing relationships with several members in CSGF’s portfolio.

The Associate position offers an exceptional opportunity to develop professionally, contribute meaningfully to a unique organization, and gain a deeper understanding of entrepreneurs who are working to change K-12 education. While experience in K-12 education is not a requirement, CSGF is seeking people who are passionate about and committed to K-12 education reform.

## Responsibilities

Specific responsibilities include:

- Conducting intensive due diligence on high-performing charter school operators seeking growth capital from CSGF, including analysis and evaluation of financial models, academic achievement data, market dynamics, management teams, and business plans
- Leading investment sourcing efforts for specific geographic regions to help identify potential investment candidates
- Providing support to charter school operators who are going through the strategic planning process, including by assisting with the development of business plans and financial models
- Serving as the lead liaison for a number of members of CSGF’s portfolio, which includes working closely with management teams, attending board meetings, and acting as a strategic thought partner
- Working closely with CSGF Partners on various research and analytic projects
- Managing and updating portfolio member data for use in investment decision making
- Working closely with CSGF team members to implement and continuously improve internal processes and work flow



## Qualifications

- Strong strategic thinking, communication, and creative problem solving skills
- Demonstrated skills in financial modeling, analysis of financial statements and growth projections
- Excellent interpersonal communication skills and the ability to build strong relationships
- Strong project management experience and a passion for detail that drives efficiency and excellence in all aspects of work
- Ability to work seamlessly between high-level strategy and detail oriented work
- 5-7 years of work experience, preferably including management consulting, investment banking, corporate strategy, or similar experience
- An advanced degree, preferably an MBA
- Willingness to travel extensively

## Personal Qualities - CSGF Core Values

- **Results.** We work relentlessly to create efficient, measurable, and sustainable results. We strive for excellence and pursue our mission tenaciously. Candidate should have the ability to work 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. Candidate should be willing 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.
- **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.
- **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. Candidate should have a great sense of humor and enjoy being a team player.

## Compensation

Compensation is commensurate with experience and education. CSGF offers a very competitive benefits package and this position is eligible for an incentive bonus.

## Application Instructions

If you are interested in this opportunity, please send a resume and cover letter via email to: [jobsassociate@charterschoolgrowthfund.org](mailto:jobsassociate@charterschoolgrowthfund.org)



### Additional Information - Charter School Growth Fund

In its first fund ("Fund I"), CSGF raised over \$86 million for its growth fund from a small number of leading national foundations. In Fund I, CSGF invested in over 20 portfolio members that are on track to serve an additional 100,000 students by 2015. Members of CSGF's portfolio were selected from over 350 applicants and are among the highest performing school operators in the nation.



Based on the success of its portfolio and investment track record, CSGF launched a second fund ("Fund II") in late 2010 that will invest in 40-45 new and existing CMOs to enable them to serve an additional 225,000 students over the next several years. Since launching the new fund, CSGF has secured over \$130M of new commitments (over 80% of its five-year, \$160M target) from a small number of prominent foundations and high-net-worth individuals that will be invested over the life of Fund II.

In addition, CSGF recently launched new state funds in Florida and Tennessee that are public/private partnerships designed to develop a set of high-performing CMOs that can expand and serve more students in those states. CSGF's two state funds will invest an additional \$45M in 10-12 CMOs to help launch 50 new schools to serve approximately 25,000 students in Tennessee and Florida.

CSGF is governed by a board of prominent philanthropists and investors committed to the belief that outstanding charter schools can help transform K-12 education in our country to better serve all students.

*The Charter School Growth Fund is an equal opportunity employer.  
We encourage diverse applicants to apply.*

For more information, visit [www.chartergrowthfund.org](http://www.chartergrowthfund.org).