



SPRING AND SUMMER ASSOCIATE, K-12 EDUCATION

ABOUT VALHALLA FOUNDATION

Founded in 2003 by Scott Cook and Signe Ostby, Valhalla Foundation aims to drive measurable and meaningful improvement in the lives of children and families as well as the health of our planet. Scott and Signe – Trustees of Valhalla – are proud signatories of The Giving Pledge and are passionate about “giving while living.”

We currently invest in five program areas – K-12 education, early childhood development, climate innovation, and medical research and talent – focusing on finding ideas grounded in robust impact evidence and rooted in understanding the needs of the communities we seek to serve. We support leaders and organizations in flexible ways that acknowledge the complexity of the context in which they operate. Across our program areas, we prioritize working collaboratively with other funders to invest in approaches that expand available resources and improve the impact of philanthropy. We invest in research, direct product and service models, policy advocacy, and field capacity building to ensure that the highest impact solutions to complex societal challenges deliver positive outcomes to millions of people and the planet. At Valhalla, we are building a team culture that challenges and supports people from a wide array of backgrounds to do the most exciting, highest impact work of their lives. Learn more at www.valhalla.org.

THE OPPORTUNITY AND KEY RESPONSIBILITIES

We seek a highly motivated and analytical Associate who can work **part-time from January to May** (40 hours per month) **and full-time from June to August (40 hours per week) to join our K-12 education team**. The successful candidate will contribute to the ongoing research, data analysis, strategy development, and grant evaluation efforts aimed at improving K-12 education outcomes. Reporting to Managing Director Nancy Lue, this is an excellent opportunity for a graduate student passionate about education to gain hands-on experience in philanthropic strategy and investing. The specific projects will be determined based on our current needs, but the Associate’s activities may include:

- **Research:** Conduct in-depth research on trends, challenges, and opportunities in K-12 education, covering areas such as effective educators, charter schools, artificial intelligence, data literacy, and school improvement strategies.

- **Data Analysis:** Analyze performance data from existing grantees to assess impact, identify best practices, and provide recommendations for improvement and reinvestment.
- **Strategy Development:** Support the development of Valhalla's K-12 strategy by synthesizing research findings and data to inform decision-making.
- **Grant Diligence:** Assist in the due diligence process for potential grants and investments, evaluating proposals, assessing track records and organizational capacity, and identifying potential risks.

CANDIDATE PROFILE

The ideal candidate will be a collaborative team player, eager to learn and grow, and passionate about making a social impact. Desired qualifications include:

- Currently pursuing an MBA or other relevant advanced degree.
- Experience or familiarity with K-12 education systems, the nonprofit/philanthropic sectors, and investing for impact.
- Strong analytical and research skills, with experience in data analysis and interpretation.
- Strong oral and written communication skills, including the ability to synthesize complex information and present it clearly.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Openness to feedback and a strong desire for continuous learning and improvement.

COMPENSATION AND LOCATION

This temporary, exempt position offers two fixed lump-sum compensation amounts and is not eligible for health or retirement benefits.

- January-May Part-Time (16 weeks, 10 hrs/week): \$6,000
- June-August Full-Time (10 weeks, 40 hrs/week): \$15,000

The Valhalla team operates on a hybrid schedule, working remotely three days per week and at our Woodside, California office two days per week. While the role is part-time from January-May, the Associate may be predominantly remote but will be expected to be available to come into the office for orientation and key meetings. During the full-time weeks in June-August, the Associate will be expected to follow Valhalla's team hybrid schedule.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Valhalla is an equal-opportunity employer committed to hiring and developing a diverse team, and we encourage all interested candidates to apply. Valhalla centers diversity, equity, and

inclusion in the decisions we make and in how we work together internally and with our grantees. This explicit DEI focus furthers our mission of driving measurable and meaningful improvements in outcomes that matter and specifically breaks the predictive power of race, gender, class, income, and other forms of marginalization.

TO APPLY

To apply, please submit your resume, writing task (see below), and cover letter outlining your qualifications and interest in the position to My Johnson at info@valhalla.org, **no later than Monday, October 27**. Please combine all materials into a single PDF, and include “**Spring and Summer Associate Application – [Your Name]**” in the subject line.

Writing Task Instructions

Along with your resume and cover letter, please respond to the following **two short-answer questions**. Your answers should be no more than **150–200 words each**. We encourage clear and concise writing. These questions are designed to help us understand how you think, problem-solve, and reflect on your experiences. They are not meant to be lengthy essays.

1. **Tell us about a time when you had to analyze a large set of data or research to make a recommendation.** In your response please include, what was the situation, what steps did you take, what was the outcome, and what did you learn?
2. **Describe a situation where you faced limited time, information, or resources to make a decision.** In your response please include, what was the situation, how did you approach it, what was the outcome, and what did you learn?

Important note:

We ask that all application materials reflect your own original thinking. While AI tools are powerful, this process is designed to understand how **you** approach problems and communicate. Please do not use AI to draft your responses.