



SPRING AND SUMMER ASSOCIATE, K-12 EDUCATION

ABOUT VALHALLA IMPACT & VALHALLA FOUNDATION

Valhalla Impact (“Valhalla”) is the philanthropic enterprise of Scott Cook and Signe Ostby. Valhalla supports innovative ideas and organizations aligned with its mission to drive measurable, meaningful improvement in outcomes that matter to people and our planet. We are a mission-driven organization that strategically integrates grant making and other forms of investing, along with policy advocacy to achieve impact, primarily through the Valhalla Foundation. Valhalla applies a rigorous, data-driven approach to philanthropy and supports organizations and field actors beyond funding, helping them scale their impact. Valhalla’s four focus areas are K-12 Education, Early Childhood, Environmental Innovation, and Medical Research and Talent. Valhalla also engages in collaborative philanthropy to drive a broader set of US-focused social outcomes through cross-cutting investments in platforms such as The Audacious Project, Blue Meridian Partners, and NextLadder Ventures. Locally, we support community organizations in San Mateo and Santa Clara Counties. Learn more at www.valhallaimpact.com.

ABOUT THE K-12 EDUCATION PROGRAM

The nation’s K-12 education system is in a period of historic transition, driven by achievement levels that have yet to recover from pandemic-era losses and persistent disparities that threaten economic mobility and civic participation. Simultaneously, AI is transforming the nature of learning and the work of teaching, and shifting the future of work. This inflection point creates an opportunity to reimagine how students learn, how educators teach, and how systems support all students with engaging experiences to develop the knowledge and skills they need for success in an ever-changing world.

Valhalla’s K-12 program focuses on expanding access to excellent public schools—including high-performing, innovative charter and district models—while strengthening the conditions that enable quality and scale. Investments prioritize educator effectiveness, data literacy, and policies that foster innovation, accountability, and equitable access, with the goal of ensuring all students graduate with strong academic foundations and the skills to thrive.

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 compensation amounts and is not eligible for health or retirement benefits.

- January–May Part-Time (approximately 40 hours/month): \$39.00 per hour
- June–August Full-Time (10 weeks, 40 hours/week): fixed lump sum of \$15,600

This role requires the Associate to be based in the Bay Area. 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 Lynne Durie at info@valhalla.org, no later than Friday,

October 30 2026. Please combine all materials into a single PDF, and include “Spring and Summer Associate Application – [Your Name]” in the subject line.

Applications will be reviewed on a rolling basis, and the role will be filled once a qualified candidate is identified. Interested candidates are encouraged to apply early.

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 for editing, this process is designed to understand how you approach problems and communicate. Please ensure that your responses reflect your authentic voice and experiences. We are most interested in your thinking and how you would navigate situations you might encounter in the role.