
Associate

Location: Remote (Preference in DC/MD/VA)

Reports to: Director

Start Date: Flexible

About the Organization

At Level Field Partners, we work with high-quality charter school operators to enable cost-effective access to first-class facilities. Founded in 2017 by Alex Shawe and David Endom, Level Field Partners is committed to providing real estate and related financing solutions aligned solely with the interests of charter school operators.

Collectively, the Level Field Partners team has dedicated 20+ years of experience supporting high-performing charter schools address some of their most pressing challenges in order to educate more children, enrich learning environments, and strengthen their economic standing. The team has deep internal sector knowledge from having served as charter school financial managers, in-house real estate developers, and general counsels. We are proud that our structure allows us to combine sophisticated commercial expertise with a mission-driven approach driven only by what's best for charter operators.

LFP's dedication and deep sector expertise is evidenced by our having worked on numerous charter school facilities projects, representing more than \$400M in total project costs and 1.4M+ square feet of educational space. The need for our work has been recognized across the sector, and LFP has established partnerships with the Walton Family Foundation, Charter School Growth Fund and the KIPP Foundation. We have active projects with high-quality operators and mission-aligned support organizations in Washington DC, New York City, Tennessee, Georgia, Indiana, and California.

In addition to our deep charter school experience, we leverage decades of additional experience in management consulting, investment banking, and the legal field to function as extensions of in-house leadership teams, positioned on the "same side of the table" as the schools we serve, zealously representing the financial, real estate, and programmatic interests of our clients.

For more information on Level Field, please visit: www.levelfieldpartners.com.

About the Associate Role

We are looking for a self-starter to provide broad organizational support to enable our team to support the development of new charter school facilities for clients throughout the country. The ideal candidate will demonstrate an ability to manage complex projects, think strategically, communicate effectively, and work as a team member both within our Level Field team and with the operator/client and project teams. The Associate will report to LFP's Director and will work closely with LFP's Founding Partners, all located in the greater DC/Virginia area, to execute on the day-to-day activities needed for the client engagement.

Roles & Responsibilities

As a startup, everyone on our team wears multiple hats that change as our clients' needs do. We are looking for team members with that entrepreneurial spirit to dig in and be flexible as needed. The Associate will have two main focuses to their work, as detailed with examples below.

Project-Related Activities: The Associate will work with the LFP team to support select workstreams on client engagements. For more on our core services: <https://www.levelfieldpartners.com/what-we-do/>.

Examples of project-related work include:

- Conducting a series operator interviews to extract quantitative and qualitative market trends impacting charter school operators
- Reviewing client financial projections to understand market benchmarks on key cost centers, such as rent, debt and maintenance/operations
- Researching and reaching out to brokers, architects, attorneys, project managers and general contractors to establish local databases of preferred providers for various geographies
- Identifying, building and assessing viable properties for future developments in partnership with third party brokers
- Building financial projection models for school operators
- Scheduling Request for Proposal and interview processes as part of the project team assemblage for our clients
- Participating in business development efforts and drafting client proposals based on their needs

Internal Operations Support: As a new and quickly growing startup, all LFP team members play an active role in establishing internal operations, policies and best practices. While needs consistently change, examples of internal operations support include:

- Researching to social impact and other investors for potential partnership and growth support
- Maintaining and updating the LFP website and LinkedIn profile
- Coordinating press releases tied to new partnerships, deliveries of projects, etc.
- Leading all grant reporting to our funders
- Maintaining and updating internal project metrics tied to our impact

Qualifications:

A candidate for the Associate role should be able to demonstrate:

- A deep commitment to LFP's mission to serve charter operators, their students and communities. Prior charter operator experience is a plus.
- A track record of excellent performance, preferably in a client services industry such as investment banking or management consulting.
- Strong analytical skills and a track record of creative problem-solving.
- Financial modeling expertise and client presentation skills. Proficiency in Microsoft Office.
- Inspiring organizational and self-management skills with the ability to plan and execute effectively, while often remotely located from both clients and LFP team members.
- Effective written and verbal communication skills with the ability to clearly communicate to a diverse set of stakeholders.
- An entrepreneurial spirit.
- Bachelor's degree from a leading university (business, economics, finance, real estate, architecture/engineering preferred).
- Ability to travel, up to 25-30%, to client sites and LFP team meetings.

To Apply:

Applications will be evaluated on a rolling basis. Applications should consist of a cover letter stating interest and a current resume. Please submit electronically to: lindsay@levelfieldpartners.com.

Salary and benefits will be competitive and commensurate with experience. Level Field Partners is an equal opportunity employer and is committed to building a diverse team. We strongly encourage individuals from all backgrounds to apply.