



Portfolio Manager, Jewish Life and Israel One8 Foundation

ABOUT THE ORGANIZATION:

Founded in 2006, the One8 Foundation's mission is to accelerate and bolster the success of nonprofit organizations with the highest potential to achieve breakthrough results in the foundation's issue areas. The One8 Foundation does this by pursuing a venture philanthropy approach – identifying promising grantees to support with meaningful funding and deep strategic engagement. The foundation's model combines grantmaking and pro-bono consulting with key strategic grantees. Our staff members come from premier consulting firms to make this possible.

The foundation's priority grantmaking areas are Education and Jewish Community/Israel, each with a dedicated staff team. The One8 Foundation also funds direct community support to assist children and families in need and help them improve their own lives. The organizations that the One8 Foundation believes are most promising have game changing ideas, excellent leaders, high fidelity implementation, measurable impact, and sustainable approaches.

The One8 Foundation is committed to identifying and providing meaningful support to the select set of nonprofits that achieve results and have the greatest potential to create large scale, sustained change.

The principles that guide its work include:

- 1) Going deep through rigorous due diligence
- 2) Developing the capacity of grantee leaders
- 3) Piloting exemplars to demonstrate what is possible
- 4) Scaling impactful programs with proven results
- 5) Supporting and sharing research that enables insight and continuous improvement

ABOUT THE POSITION:

The Portfolio Manager will spearhead select grantmaking efforts, contribute to the development of the Foundation's Jewish Life and Israel strategy, and build the Foundation's public presence. S/he will work on other strategic projects outside the Jewish Life and Israel portfolio as needed. S/he will report to the Vice President, Jewish Life and Israel.

Responsibilities include, but are not limited to:

Portfolio Management

- Identify prospect grantee organizations that align with the foundation's mission and strategy
- Independently manage all aspects of moving a potential grantee through the foundation's due diligence process including:
 - Accurately assessing the strength of an organization's leadership, strategic plan, financial condition, demonstrated efficacy and potential for impact
 - Leading strategic planning sessions, which may focus on issues like theory of change,

- model codification, strategic priority identification, and future growth
- Performing, or working with Portfolio Associate to perform, all necessary quantitative and qualitative analyses, which may include benchmarking, financial modeling, and competitive assessment
- Developing or refining a strategic, business, and/or implementation plan in partnership with the organization;
- Determining, in conjunction with the Director, whether a grant should be pursued, and if so, elements of the grant design including outcome targets and key implementation milestones
- Producing materials including grant papers for trustee review; Presenting the proposed grant to trustees; Preparing the grantee to present to Foundation trustees;
- Developing and finalizing the grant agreement.
- Maintain close positive relationships with grantees, demonstrating commitment to their success by problem solving, offering ongoing advice, and eliminating barriers to their success; foster strong working relationships, a high level of mutual trust, and effective channels of communication
- Track grantee progress through site visits, data collection and third-party evaluation; keep the Director and President apprised of grantee progress and seek assistance as needed to ensure grantee success.

Strategy Leadership

- Develop and maintain a breadth of knowledge about existing research and current trends that contributes a unique and additive perspective to the Portfolio Team
- Use research and robust data analysis to inform ongoing refinement of strategy for the Jewish Life and Israel portfolio, in collaboration with the team.
- Participate in internal strategy development on major sub-areas within the portfolio while contributing to strategic thinking across the full portfolio
- Nurture, and access a robust network of operators, leaders, academics and philanthropists in the nonprofit space who will help inform strategy and identify high caliber emerging organizations.
- Represent the One8 Foundation at meetings, conferences, and other events.

CANDIDATE REQUIREMENTS:

The Portfolio Manager will identify great leaders and develop grants and partnerships that can affect systemic change. The Portfolio Manager must embody the foundation's high standard for rigor, passion, and commitment, while working alongside grantees and providing support and skills to ensure their success. Qualified candidates will possess:

- Strategic and business planning experience, ideally including experience at a top-tier consulting firm.
- Operating experience in a nonprofit or other mission-driven organization.
- Analytical orientation with the ability to structure investment hypotheses, conduct the



associated research, assess programmatic, management, and financial information, and unearth relevant implications and opportunities.

- Strong networking and relationship building skills.
- Demonstrated ability to communicate with senior organizational leaders, collaborate effectively, and interact with diverse organizations.
- Understanding of and experience working in the Jewish and Israel nonprofit landscape.
- Insatiable curiosity, a love of learning and the desire and skill to help others succeed.
- A strong willingness to act, break down barriers, and be part of the solution.
- Self-motivation and the ability to work independently, take initiative, and solve problems.
- Excellent written and verbal communication skills and attention to detail.
- Bachelor's degree (required); MBA or MPP preferred.

LOCATION: Boston, MA

COMPENSATION AND BENEFITS:

The target salary range for this position is \$150,000-\$180,000, commensurate with experience. In addition, the One8 Foundation offers a comprehensive benefits package.

APPLICATION PROCESS

One8 Foundation is an equal opportunity employer and encourages candidates of all backgrounds to apply for this position. Interested candidates should submit a cover letter and resume to careers3@one8.org.