POSITION: Portfolio Manager, Jewish Life
LOCATION: Boston, MA. Hybrid work schedule that is team specific**.**

ABOUT THE ORGANIZATION:
Founded in 2006, the One8 Foundation aims to support and accelerate social impact in its priority grantmaking areas. The Foundation operates as a venture philanthropy working alongside partner grantee organizations to improve and scale while also incubating new ideas and scaling those with demonstrated outcomes. Our strategic grantmaking teams come from premier consulting firms, giving us the expertise to provide strategy support to our most important grantees. We believe deeply in the importance of high-quality implementation and sweat the small stuff alongside our grantees in pursuit of measurable outcomes.

The Foundation's priority grantmaking areas are Education and Jewish Continuity and Community, 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 One8 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 a select set of nonprofits that achieve results and have the greatest potential to create large scale, sustained change. The Foundation also supports leaders to start up innovative, potentially high impact new initiatives in our focus giving portfolios. The Foundation's trustees have high risk tolerance and are committed to impact.

ABOUT THE POSITION:
The Portfolio Manager will spearhead grantmaking efforts with an emphasis on the Young Adult Portfolio, a new focus area for the Foundation. In a rapidly changing high tech world, and in a time of life where young adults (ages 23- 34) are seeking to establish their adult lives, a community of friends seems harder to build than ever before. For some young Jewish adults, the challenges can feel even greater. One8 is piloting new ideas to help young people to find new friends, building a community that matters to them and gives them joy. The Portfolio Manager will manage the development, evaluation and growth of new initiatives that demonstrate the potential for impact. This professional will also work with the team to contribute to the development of the Foundation's Jewish Life and Israel strategy. S/he will work on other strategic projects outside the Jewish Life portfolio as needed. This position will report to the Director, Jewish Life.

Responsibilities include, but are not limited to:

Portfolio Management

- Conduct research to understand needs and opportunities to support portfolio objectives
- Identify prospective grantee organizations that align with the Foundation's mission and strategy through networking and primary and secondary research

- Independently manage all aspects of moving a potential grantee through the Foundation's due diligence process including:
    - Accurately assess the strength of an organization's leadership, strategic plan, financial condition, demonstrated efficacy, and potential for impact
    - Lead strategic planning sessions, which may focus on theory of change, model codification, strategic priority identification, evaluation and impact measures, and operating plans
    - Work with Portfolio Associates to perform all necessary quantitative and qualitative analyses, which may include benchmarking, financial modeling, and competitive assessment
    - Develop or refine a strategic, business, and/or implementation plan in partnership with the grantee organization's leadership
    - Determine, in conjunction with the Director and the President, whether a grant should be pursued, and if so, determine elements of the grant design including outcome targets and key implementation milestones
    - Produce and present proposed grant materials including grant papers for trustee review, and prepare the grantee to present to Foundation trustees
    - Develop and finalize the grant agreement.
- Maintain close positive relationships with grantees, demonstrating commitment to their success and continual improvement 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 Foundation leadership apprised of grantee progress and seek assistance as needed to ensure grantee success

Project Management

- Oversee the development and growth of new programs and promising initiatives that emerge from One8's research and strategy development. This includes:
    - Work closely with social entrepreneur/program leader to advise on the strategy, resourcing and design of new programs, ensuring alignment with Foundation strategy and objectives
    - Where necessary, identify and develop solutions / ideas that meet these needs / opportunities
    - Monitor the implementation of new programs and help the team with problem solving and other support when necessary
    - Track and measure the impact of programs through data collection, evaluation design and execution (in partnership with consultants if needed)
    - Own the learning and insights gleaned from new initiatives to inform ongoing strategy development and where appropriate share with the field.

Strategy Development

- Develop and maintain a breadth of knowledge about existing research and current trends that contribute 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 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.

Supporting / Supervising Associates

- Provide direction to Portfolio Associates as they support due diligence work and ongoing strategy or implementation projects with active grantees
- Provide feedback and coaching to Associates to ensure they continue to develop as professionals.

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, ethics and commitment, while working alongside grantees and providing support and skills to ensure their success. Qualified candidates will possess:

- 7+ years of work experience, ideally including 2+ years experience at a top-tier consulting firm
- Project management experience
- Operating experience is helpful
- Analytical orientation with the ability to structure investment hypotheses, conduct associated research, assess programmatic management and financial information, and unearth relevant implications and opportunities
- Strong networking and relationship building skills
- Ability to communicate with senior organizational leaders, collaborate effectively, and interact with diverse organizations
- Interest in the Jewish nonprofit landscape
- An 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
- An ability to thrive in a culture of teamwork, candor, action orientation and bring a

sense of humor and humbleness everyday
- Bachelor's degree (required); MBA or MPP preferred

COMPENSATION AND BENEFITS:
The estimated base compensation range for this position is $160,000-$225,000 per year. One8 considers several components including an individual's skills, qualifications, experience, internal equity, and market data. Additionally, we offer a benefits package that reflects our genuine investment in the people who work here.

APPLICATION PROCESS:
We have partnered with PDQ Talent Solutions on this search. Interested candidates should submit a resume to Patti Dorsey at patti@pdqtalent.com with **Candidate for Portfolio Manager, Jewish Life** in the subject.

One8 Foundation is an equal opportunity employer and welcomes candidates from diverse backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.