

# GoodCitizen

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## **The Tepper Foundation Portfolio Manager Location: New York City Metro**

### **ABOUT THE TEPPER FOUNDATION**

The Tepper Foundation was founded in 1996 by David Tepper based on his vision that everyone should have equal opportunity to be successful. Previously known as the David A. Tepper Charitable Foundation, the foundation's original priorities spanned from providing better quality education for children to addressing hunger within local communities.

Today, The Tepper Foundation supports organizations in New Jersey and across the country on the frontlines of protecting and expanding equity for all. Our work spans six portfolios: **Food, Housing & Health; Community Impact; Crisis Response & Climate Resilience; Pro-Democracy & Anti-Hate Initiatives; Strengthening the Nonprofit Sector**; and additional **Board Initiatives**.

Our work is grounded in the commitment of The Tepper Foundation and our grantee partners to help families find economic prosperity and stability. Our approach includes investing directly in nonprofits, strengthening the resiliency of networks and fostering deeper community ties. These deep connections allow us to be responsive in times of crisis or unanticipated need, and these investments allow grantees to do their work more efficiently and effectively.

We're striving for a society where access to essential resources, services and opportunities isn't dictated by who you are or where you come from. Because philanthropy is most effective when done hand-in-hand with others, we believe in building trust and deep relationships with our grantees. By remaining flexible and working in stride with our grantees, we're able to identify needs in communities and operate nimbly to meet them.

### **THE OPPORTUNITY – PORTFOLIO MANAGER**

The Tepper Foundation is expanding its portfolio team to advance their mission and meet goals for supporting and expanding grantee impact across the country. The Portfolio Manager will provide critical guidance across the portfolio areas as the Foundation continues to refine and refresh strategic directions and plans.

The Portfolio Manager will play a pivotal role in advancing the mission by managing grantmaking across various portfolios; cultivate partnerships with nonprofit organizations, communities, other funders, and external partners; and evaluating the impact of funded organizations and projects. Reporting to the Managing Director of Portfolios, the Portfolio Manager will work closely with colleagues and contribute to the strategic development and implementation of portfolio initiatives while fostering trusting relationships with external partners in the philanthropic sector.

### **KEY RESPONSIBILITIES**

Grantmaking Strategy

- Collaborate with the Managing Director and other members of the team to develop and refine grantmaking strategies that align with the portfolio areas and funding priorities.
- Research and identify areas of need and opportunity for impact within portfolio areas, providing funding recommendations accordingly.

#### Grants Management

- Manage the full lifecycle of grants, including conducting due diligence on prospective opportunities, soliciting proposals, and reviewing grant applications.
- Evaluate grant proposals based on portfolio goals and impact objectives.

#### Relationship Building

- Cultivate and maintain trusting relationships with communities, nonprofit organizations, foundations, and other stakeholders to foster collaboration and partnership opportunities.
- Serve as the primary point of contact for grantee partners, providing guidance and support throughout the grant lifecycle.

#### Monitoring and Impact Assessment

- Monitor grant-funded projects and initiatives, ensuring compliance with grant agreements and reporting requirements.
- Ensure grantee engagement and evaluation of impact aligns with foundation strategies and grantee partner's theories of change.

#### Communications and External Engagement

- Communicate the Foundation's grantmaking priorities, success, and grantee impact to internal and external stakeholders through various channels.
- Represent TFF in communities, relevant funding networks, and conferences/forums.

### **IDEAL CANDIDATE**

The Tepper Foundation seeks a Portfolio Manager who has demonstrated commitment and experience in developing and leading programs that advance systemic solutions to tackle inequities and barriers to basic needs and essential rights. Previous grantmaking experience or nonprofit program leadership is highly desired.

TFF seeks candidates who bring a strategic and collaborative mindset with demonstrated experience developing program strategies, goals, and impact assessments. Since the Portfolio Manager will be joining a growing family foundation with bold aspirations, candidates must excel in situations of ambiguity and at organizations developing internal processes. Additionally, they must demonstrate adeptness in organizing, prioritizing, and meeting deadlines within a work environment with competing priorities.

The Portfolio Manager should exhibit a strong continuous learning orientation and desire to expand their current areas of expertise to support grantmaking across the Foundation's diverse set of portfolio areas. The Foundation's collaborative spirit and processes require candidates to be able to successfully communicate and advance goals alongside colleagues across the organization.

The ideal candidate possesses strong relationship-building skills and the ability to work with a diverse set of partners representing various lived experiences, cultures, and geographies. They will have a keen understanding of the intersectionality of inequities and how the Foundation's portfolio areas can strategically empower organizations to have the greatest impact.

## QUALIFICATIONS

With the understanding that no person will offer every desired skill and characteristic outlined below, compelling candidates will offer much of the following:

- 7+ years of relevant experience in philanthropy; national and regional nonprofits tackling inequities; social service agencies; or other social impact organizations that align with portfolio areas.
- Proactive support and engagement with impacted communities; centering their ideas, goals, and initiatives in funding or programmatic strategies and evaluation of impact.
- Grantmaking, grants management, and philanthropy experience across a broad or intersecting group of programmatic areas.
- An understanding of the trends that support innovations in philanthropy and social impact.
- Interpersonal dexterity to successfully build and maintain equitable and trusting funding relationships with community-based, state/regional, national organizations, and other foundations.
- Cross-sector collaboration and proven track record within complex, multi-stakeholder projects/organizations.
- A background using equity, inclusion, and access frameworks in strategies, evaluations, relationships, and communications.
- Excellence in written and verbal communication; skilled at synthesizing information and distilling complex ideas into clear, concise, and actionable forms.

## LOCATION AND SALARY

The Tepper Foundation staff currently work once a week in their New York City office (by mid 2024, the foundation will transition to working twice a week from the NYC office). New York City metro residents or those willing to relocate are highly preferred.

The Foundation provides compensation commensurate with experience and equitable with others on the team, plus a full benefits package. The salary range for this position is \$125,000-\$140,000, and the final offer will be based on the candidate's qualifications.

## TO APPLY

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the "[Become a Candidate](#)" button. Letters may be addressed to Martens Roc.

Applicants applying by Monday, March 25th will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by The Tepper Foundation to lead this search. For questions, please contact:

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