



**The Tepper
Foundation**

The Tepper Foundation: Portfolio Manager

Title: Portfolio Manager, Mental Health; Crisis Response & Climate Resilience
Reporting to: Managing Director, Portfolios
Location: New York City. Hybrid: we are in-office every Tuesday and Thursday.

Company

The Tepper Foundation was founded by David Tepper based on his vision that everyone should have equal opportunity to be successful. The Tepper Foundation supports organizations in New Jersey and across the country on the frontlines of protecting and expanding opportunity 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.

This role is part of TTF, LLC, an integrated family office that manages both the philanthropic and personal interests of David Tepper and his family. Tepper Philanthropies oversees the family's charitable initiatives, which are carried out through several organizations.

Opportunity

We are seeking a highly motivated, adaptable and experienced grantmaker to join our growing team as a new Portfolio Manager. Initially, this role will lead the Mental Health and Crisis Response & Climate Resilience portfolios, with potential for future portfolio additions. We are looking for a grantmaking generalist who can manage sets of grants across issue areas. In this role, you will have the opportunity to be constantly learning - as you build out portfolios across Foundation entities. It's a fantastic opportunity for someone who likes the feel of a start-up culture, juggles multiple priorities with ease, pivots seamlessly when needed, and enjoys variety. A good fit is someone who can balance being a self-starter while also taking direction from the Board – and navigates at both the strategic as well as at the tactical level.

Responsibilities

This position's responsibilities include but are not limited to:

- Collaborate with the Managing Director and other team members to develop and refine grantmaking strategies that align with funding priorities.



The Tepper Foundation

- Research and identify areas of need and opportunity for impact within impacted communities, providing funding recommendations accordingly.
- Manage the full lifecycle of grants, including conducting due diligence on opportunities, soliciting proposals, reviewing grant applications and managing grantee relationships.
- Maintain trusting relationships with communities, nonprofit organizations, foundations, and other stakeholders to foster collaboration and partnership opportunities.
- Monitor grant-funded projects and initiatives, ensuring compliance with grant agreements and reporting requirements.
- Represent TTF in communities, relevant funding networks, and conferences/forum

Skills and Experiences

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

- 7+ years of relevant experience in domestic philanthropy, nonprofits or other social impact organizations that align with portfolio areas. Ideally you have experience in the subtleties of family foundations or family offices.
- Grantmaking experience across a broad or intersecting group of programmatic areas.
- Interpersonal dexterity to successfully build and maintain equitable and trusting funding relationships with community-based, state/regional, and national organizations.
- Proven analytical, critical/strategic thinking, and program management skills; strong at synthesizing information and distilling complex ideas into clear, concise, and actionable forms.
- Demonstrated experience assessing the political, social, and economic landscape to inform and adapt program or grantmaking strategies.
- Excellence in written and verbal communication, including presentations and facilitation.

Benefits

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 \$1600,000- \$180,000, and the final offer will be based on the candidate's qualifications.

Apply

To apply, please email your resume and cover letter to recruitment@tepperfoundations.org. With Portfolio Manager, Mental Health; Crisis Response & Climate Resilience in the subject line.

Applicants applying by August 19th will be given priority consideration, with the position open until filled.

The Tepper Foundation is an equal opportunity employer.