

A BETTER CHICAGO

POSITION: PORTFOLIO MANAGER

ABOUT THE ORGANIZATION

A Better Chicago is a strategic venture philanthropy nonprofit that focuses on fighting poverty and inequity in Chicago by improving opportunities for Black and Latinx youth from low-income backgrounds. We approach this work by harnessing best practices to invest financial and intellectual capital in our expanding portfolio of high impact, high-potential local nonprofits as they work on the front lines to empower young people from cradle through career. Since our founding in 2010, we have provided more than \$65 million in support to dozens of Chicago nonprofits serving over 45,600 young people annually. Through our approach to selecting and supporting outstanding organizations, A Better Chicago seeks to build a more equitable city for young people while setting an example of how philanthropy can drive compelling results at scale.

Key elements of A Better Chicago's model include:

- **Rigorous due diligence:** A Better Chicago carefully screens organizations and only funds those that have strong leadership, a compelling program model and a demonstrated commitment to outcomes measurement
- **Adding value:** It takes more than just money. A Better Chicago provides strategic support in areas like business planning, executive search and leadership development—all of which are critical to building strong organizations and achieving meaningful outcomes
- **Results:** A Better Chicago's team works tirelessly so that every dollar raised has the maximum possible impact. The organization openly shares its performance because it believes in accountability. It's part of how A Better Chicago is transforming philanthropy
- **100% impact:** A Better Chicago's board of directors and leadership council cover all administrative costs, so every dollar donated directly supports Chicago's high-impact nonprofits

Since launching in 2010, A Better Chicago has made compelling progress:

- Raised over \$65 million to invest in Chicago's most effective nonprofits
- Built a board, leadership council, impact council and high-performing staff
- Reviewed close to 1000 organizations and built a portfolio of 28 high-performing organizations
- Developed partnerships with leading professional services firms to help grantees tackle their most pressing strategic and operational challenges
- Created an Emergency Relief Fund that has invested nearly \$2.5 million to support 47 local initiatives during the COVID19 pandemic.
- Launched and implemented the \$7.5M Chicago Design Challenge to accelerate learning recovery and address the mental health challenges of youth most affected by the pandemic.

For more information, please visit www.abetterchicago.org.

ABOUT THE POSITION

As Portfolio Manager you will engage with portfolio organizations and their leadership to dramatically expand their impact. In this role, you will help shape A Better Chicago's approach to grantee support and will collaborate with grantees to set shared goals that are actionable, aspirational, and mission aligned.

You will play a critical role supporting the Venture and Growth Funds, which are comprised of organizations that have promising organizational models that are ready to scale.

Managing the Venture Fund will require an unwavering commitment to racial equity, community informed grant-making and collaboration. As a core link to A Better Chicago's grantees, the Portfolio Manager will ensure that organizations within the portfolio are benefiting from the best support A Better Chicago has to offer.

Specific responsibilities include, but are not limited to:

Portfolio Management (~85%):

Manage a portfolio of A Better Chicago's grantee organizations – engaging, partnering and deploying resources to help them expand their impact

- Develop an aligned vision of long-term impact and success with grantees
- Perform necessary due diligence and prepare written analysis and recommendations for the Board
- Build a deep understanding of grantees' strengths, challenges, and opportunities; Assess the financial health of organizations by reviewing appropriate financial documents.
- Bring that insight to bear in aligning on priorities and performance milestones for the partnership in service of building capacity, accelerating growth, and improving on already compelling performance
- Develop trust-based, influential relationships with grantee leadership for a set of organizations
- Represent A Better Chicago on a diverse range of grantee boards, thoughtfully sharing perspectives and effectively influencing discussions as appropriate.
- Be knowledgeable and informed about current and emerging issues, trends and promising strategies and best practices in the nonprofit sector, philanthropy, and ABC's focus areas.
- Deploy and oversee high-impact management support projects with external partners, including developing RFPs, building and stewarding a portfolio of highly effective external management support providers, providing thought partnership and guidance as projects unfold
- Support the design and implementation of topical cross-portfolio opportunities (e.g. workshops, professional learning communities, training)

Help shape the direction of the program team and build a great organization (~15%)

- Embrace A Better Chicago's values and set an example by living them in day-to-day work
- Participate in key external task forces critical to A Better Chicago's work, as relevant
- Take on other roles and special projects as needed to support and enhance the work of ABC

REPORTS TO: Portfolio Director

CANDIDATE REQUIREMENTS

The ideal candidate may bring experience from the private, public and/or nonprofit sectors and will possess the following qualifications and attributes:

- Deep commitment to A Better Chicago's mission to drive socioeconomic change through investing in organizations creating high-quality opportunities for Chicago students
- Skills and experience:
 - 5+ years of professional experience holding challenging roles with increasing levels of responsibility in high-expectations, high-performance environments; experience or expertise in post-secondary supports, capacity building, management consulting or education nonprofit leadership a plus. Ideal candidate will have strong local networks within education and the philanthropic field.
 - Strong writing, analytical, and organizational skills with the ability to synthesize and present information efficiently.
 - Demonstrated ability to quickly assess situations, identify trends, develop creative solutions, and translate insights into high-level guidance and tactical execution
 - Ability and credibility to rapidly build high-impact, trust-based advisory relationships with senior leaders, board members and other stakeholders
 - Strong sense of ownership, a deep commitment to excellence, and a desire to be continuously learning to bring the best advice and resources to grantees
 - Strong ability to prioritize and execute effectively across competing priorities
 - Belief in the power of strategic philanthropy and comfort navigating the tension between building trusted partnerships with grantees while holding them accountable to meeting agreed-upon expectations
 - Bachelor's degree required.
- Demonstrated commitment and track record of excellence across A Better Chicago's values:
 - **Courage:** *We proactively step up to challenges, make tough decisions and act decisively. We say what we believe, even if it's unpopular*
 - **Empathy:** *We respect and seek to understand a diverse range of perspectives from our teammates, partners and the communities we serve*
 - **Judgment:** *We make wise decisions despite ambiguity. We cut through noise to focus on the most important issues*
 - **Drive:** *We bring an ownership mindset and hold ourselves accountable to delivering results. We have a bias toward action*
 - **Innovation:** *We develop creative solutions that enable us to overcome obstacles and achieve more for Chicago's youth*
 - **Stretch:** *We get better every day through feedback, reflection and growth*
 - **Self-awareness:** *We work to understand our abilities, our growth opportunities and the impact of our actions on others*
 - **Positive attitude:** *We bring energy, optimism and a sense of possibility to our work, especially in difficult times*
 - **Teamwork:** *We support our colleagues to be their best. We work collaboratively to solve problems. We put our team above ourselves*

- Tech savvy and proficient in Microsoft 365, including PowerPoint and Excel, experience with Salesforce preferred

As a growing organization in a critical phase of its strategy that relies on strong relationships with its grantees, A Better Chicago is looking for individuals with an appetite for growth and development, who are excited to be a core part of building the organization for at least the next 3-5 years.

COMPENSATION AND BENEFITS

The starting salary for this role is \$72,000. A Better Chicago offers an excellent benefits package, which includes:

- Medical, dental and vision insurance
- Short-term and long-term disability insurance
- 401K plan with employer contribution
- Significant paid time off, including three weeks of vacation, five sick days and 16 days off for public holidays and office closure

TARGETED START DATE: November 1, 2022

LOCATION: Chicago, IL – A Better Chicago is currently operating on a hybrid schedule, and all employees are expected to be able to be in the office at least twice a week. It is expected that employees will live within commuting distance of ABC offices in downtown Chicago.

TO APPLY, SEND COVER LETTER AND RESUME BY September 28, 2022 TO: Careers@abetterchicago.org

A Better Chicago is an equal opportunity employer and welcomes candidates from diverse backgrounds.