



**ASSOCIATE PORTFOLIO MANAGER,
LOS ANGELES**

Reports To: Executive Director, Los Angeles
Status: Full Time/Exempt
Location: Los Angeles, CA

About Ballmer Group

Since 2015, Ballmer Group (BG) has supported efforts to improve economic mobility for children and families in the United States who are disproportionately likely to remain in poverty. Ultimately, we envision a country where every child, regardless of background and circumstance, has an equal chance to achieve the American Dream – the promise of moving up from one generation to the next through effort and talent. Our work must tackle the systemic racism and inequities that have made the American Dream historically inaccessible to many.

Our co-founders – philanthropist Connie Ballmer and her husband Steve Ballmer, former CEO of Microsoft, and chairman of the LA Clippers – are committed to impacting economic mobility and encourage innovative thinking to move the needle and drive systems and policy change. BG focuses on multiple intersectional issues such as early learning; K-12 education; youth development; college and career pathways; housing; health; and criminal justice. We are both a national and regional funder – we have a presence and invest deeply in Washington state, southeast Michigan, and Los Angeles County.

We acknowledge that systemic racism makes it harder for people of color to move up the economic ladder and we seek to address barriers to racial equity in all we do. This means we do work to support communities of color, as we continue to learn more about what it takes to engage in a practice of racial equity.

For more information about BG Philanthropy, please visit: www.ballmergroup.org.

The Opportunity

BG seeks a collaborative, motivated, and emotionally intelligent Associate Portfolio Manager (APM), Los Angeles. Reporting to the Executive Director, Los Angeles, the APM will be a key member of the L.A.-based office of BG. This position joins a tight-knit, high-functioning, action-oriented team and will be responsible for identifying, shepherding, and managing a grantee portfolio of organizations that align with BG strategies and priorities. The APM will be a bridge-building generalist providing support across impact areas; representing BG in select meetings and collaboratives; and managing key relationships with public sector and private philanthropic partners.

This role is designed for a humble, mission-driven leader who is excited to learn and grow yet confident in their ability to implement projects, gain trust with diverse constituencies, and

bring thought partnership to the team and organization in a way that pushes the work forward. The APM should have deep alignment with and passion for BG's critical work on Racial Equity, Diversity, and Inclusion (REDI) and desire to drive change and impact at scale and with innovation.

Essential Functions and Responsibilities

The APM, LA, will provide Grantmaking Management and Support inclusive of the following critical functions and responsibilities:

- Manage a selection of existing grants, including review of grantee-generated reports and performance against identified targets.
- Make strategic recommendations for renewal of existing grants, as warranted.
- Identify and analyze organizations not in the current portfolio that are aligned with Ballmer Group strategies and priorities.
- Manage end to end grant processes within the L.A. investment portfolio, from building a pipeline of investments to managing long-term relationships with funded organizations.
- Develop a deep understanding of the key players within the assigned philanthropic investment portfolio, applying rigorous analyses to proposed and existing programs of current and prospective grantees; conducting due diligence on existing and prospective grantees; and conducting site visits.
- Make recommendations to the Executive Director, Los Angeles, and prepare the recommendation package for grant approval.
- Maintain ongoing relationships with prospective and existing grantees; develop and adopt appropriate methods of assessing desired and actual impacts of prospective and existing grants; work with grantees to develop metrics and outcomes; and give grantees strategic counsel.
- Partner with other funders and key public sector representatives on programmatic and systems priorities.
- Work in conjunction with regional teams in Bellevue, Washington, and Detroit, Michigan, to ensure collaboration and, when appropriate, consistency of regional strategy.
- Identify opportunities for Ballmer Group to collaborate and leverage cross-program knowledge, learnings, successful practices, and strengths.

Knowledge, Skills, and Qualifications

To succeed in this role, the ideal candidate will possess the following attributes and qualifications:

- Experience working in at least one field or specialization related to economic mobility such as education; social services; child welfare; physical and mental health; career and technical education; workforce; criminal justice reform; affordable housing; etc.
- Experience and ability to work with diverse constituencies and build strong working

relationships internally, including contributing to a great office culture, and with external partners inclusive of community members, grantees, funding partners, elected officials, and more.

- Ability to manage multiple bodies of work simultaneously and independently.
- Excellent writing and communication skills with an ability to develop strong communications and presentation materials, especially via Microsoft PowerPoint.
- A strong point of view and eagerness to collaborate to help define and support a strategy.
- Strong analytic capabilities with a data-driven and systems-oriented approach.
- Demonstrated knowledge of the L.A. County nonprofit, public sector, and/or educational landscape with local context in at least some areas with a significant percentage of children and families living in poverty such as Long Beach/Harbor, San Gabriel Valley, Antelope Valley, San Fernando Valley, Southeast Cities, Inglewood, South Los Angeles, East Los Angeles, and Central/Metro Los Angeles.
- Sound judgement with an ability to handle confidential and sensitive information.
- Bachelor's degree or experience in excess of the minimum required; Master's degree preferred.
- Direct experience in and/or knowledge of philanthropy and grantmaking, which might include close association with philanthropy through nonprofit or government roles, preferred.
- Experience in highly collaborative or matrixed environments like BG is a plus.

Compensation and Benefits

As a mission-driven organization and culture, Ballmer Group invests in employee success and satisfaction. We support employees to strive and achieve, and we give recognition for contributing to our impact. We offer a total rewards package that includes competitive cash compensation and benefits, plus additional perks.

Compensation

The pay range for the Associate Portfolio Manager role is \$90,000 to \$150,000. We aim to hire new employees between \$95,000 to \$120,000 allowing future compensation growth within the range based on aptitude in the role and context, and progress and performance against goals over time.

Featured Benefits & Perks

- Medical, dental, and vision insurance with employee and dependent premiums entirely paid for by Ballmer Group.
- 3 weeks per year of paid vacation annually.
- 11 paid holidays, plus paid days off for the weekdays between Christmas and New Year.
- 80 hours of paid sick leave annually.
- 401(k) with 6% employer contribution.
- 2:1 Ballmer Family Giving Match for charitable contributions.

- Professional development reimbursement up to \$2,000 per year.
- \$300 monthly incidentals stipend.
- Tax-Free Flexible Spending Account (FSA) and Dependent Care (DCFSA) plans offered.
- Parking and transportation (Orca card) up to \$250 monthly.

Application Process

Ballmer Group is partnering with Black- and women-owned strategic management consulting and executive search firm [Walker and Associates Consulting](#) for this search. To apply, email a single PDF file containing a cover letter, resume, and a list of three references (candidates will be notified in advance of any outreach to your references) to ballmergroup@walkeraac.com. Use the subject line: APM, Los Angeles.

Questions or Nominations? Contact Jeannine N. Walker, President and CEO, at jwalker@walkeraac.com.



Ballmer Group is an equal opportunity employer and is dedicated to building an inclusive workforce where diversity is valued. Individuals seeking employment at Ballmer Group are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, or sexual orientation.