



Search for the Vice President, Portfolio Management and Grantmaking
Combined Jewish Philanthropies (CJP)
Boston, MA

The Search

Combined Jewish Philanthropies (CJP), one of Boston's oldest and most respected philanthropic organizations and a leader nationally, seeks a strategic, community-focused, results-oriented leader to serve as its inaugural Vice President for Portfolio Management and Grantmaking (VP). This is an exceptional opportunity for an individual with grantmaking and/or portfolio management expertise and strategic implementation leadership to take a lead role in developing, operationalizing, and leading CJP's portfolio management and grantmaking.

This VP will oversee CJP's grantmaking portfolio totaling over \$40M annually. Currently, the team distributes funding to over 80 partner organizations around the world. Reporting to the Senior Vice President of Strategy and Impact (SVP of S&I) this VP will have 6+ direct reports, including: Associate Vice President for Israel and Global Jewry and Campus Engagement, Associate Vice President for Caring and Social Justice, Senior Director of Family Engagement, Senior Director of Partnerships and Services, Senior Director of Fighting Antisemitism and Building Civic Engagement, and Senior Director of Small Grants and the Miriam Fund. This leader will also work closely with the Associate Vice President for Strategy and Impact (AVP for S&I) who oversees the entire budget, operations, and grants management for the S&I team. The VP will also collaborate closely with the Associate Vice President for Research and Evaluation (AVP for R&E) and her team to ensure we are measuring and reporting on impact.

As VP, this leader will build and lead an effective grantmaking team; work to more closely align CJP's Strategic Impact Priorities (SIPs), impact areas, and grantmaking portfolios; and serve as an integral staff member of CJP, both internally and externally. The VP will also oversee CJP's non-financial support of its grantees, helping critical partners operate as well as possible. They will also work closely with CJP's lay leaders, board, and community partners. To be successful in this role, the VP must be skilled at developing and operationalizing strategy into implementation and be an experienced relationship builder and manager of people and teams. Lastly, this leader must be committed to excellence, be a strong oral and written communicator, and have an interest in Jewish communal engagement.

CJP has retained Isaacson, Miller, a national executive search firm, to assist in the recruitment of the Vice President, Portfolio Management and Grantmaking. All inquiries, nominations, and applications should be directed in confidence as noted at the end of this document.

Combined Jewish Philanthropies (CJP)

Founded in 1895, today CJP is a vibrant non-profit organization with an operating budget of over \$65M annually, an annual campaign of approximately \$46M, and total assets under management of over \$2B due to a robust donor advised fund. The vast majority of CJP's resources are from the generosity of its donors, who number over 12,000 a year. CJP is a member of the Jewish Federations of North America (JFNA) and has consistently received a 4-star rating from Charity Navigator. Recognized as the heart of Greater Boston's Jewish community, CJP's reach is felt around the world, and it is one of the most innovative and successful Jewish Federations across North America. For over a century, and through its philanthropy and grant-making, CJP has been bringing together people, partners, and resources to lead and serve Greater Boston's diverse Jewish community. As an organization, CJP seeks to establish a community rooted in compassion and justice that cares for the vulnerable, engages deeply with Israel, and embraces Jewish life and learning, all with a focus on engaging the community in vibrant Jewish life, both now and into the future.

CJP is governed by 40 [Board of Directors](#); and key standing committees including ones focused on governance, strategy, finance and audit and fundraising. Board members meet approximately eight times a year and are highly respected leaders in the Greater Boston Jewish community, with professional expertise that encompasses business, law, finance, technology, healthcare, education, and philanthropy.

The [Executive Team](#) of CJP includes the President and CEO; SVP of S&I; Senior Vice President, Philanthropy; Chief Financial Officer; Vice President for Volunteer Mobilization and Leadership; and the Chief Marketing Officer. There is also an Extended Leadership Team which includes the direct reports of the Executive Team. As a direct report to the SVP of S&I, the VP will serve on the Extended Leadership Team. CJP currently has approximately 160 employees.

Grantmaking

In FY23, CJP distributed over 630 grants to 283 organizations representing \$33.3M in funding, with \$17.9M unrestricted (excluding scholarships). The remaining \$15.1M was designated or directed by donors for a specific organization or purpose.

Of those 630 grants, 142 organizations received less than \$9,999; 69 received \$10,000-\$49,999; 29 received \$50,000- \$99,999; 32 received \$100,000 - \$499,999; 3 received \$500,000 - \$999,999; and 7 received over \$100,000. Under this grantmaking model, 58% of grant funding went to 7 organizations.

In addition, there is a Senior Director who oversees a pool of small grants that are given out twice a year, directed at target cohorts and designed to be responsive to one-time needs. This same Senior Director is also the leader of the Miriam Fund, a part of CJP that grants resources specifically to women and girls in the Jewish community and beyond.

Commission on Strategic Priorities (CSP) and the S&I Team

For many years, CSP has served in an advisory role around CJP's priorities. Today, it is comprised of board members and Jewish community leaders who bring expertise in strategy and impact and are highly invested in CJP. CSP works very closely with the S&I team, guiding their work and serving as a resource and strategy thought partner. They are also the liaison between the S&I team and CJP's board.

There are approximately 40 staff on the S&I team, with two Vice Presidents: one focusing on budget, operations, support for the implementation of SIPs, and volunteer and donor relations, and the other will be this position. In addition, the AVP of Research and Evaluation reports to the SVP of S&I.

Key Opportunities and Challenges

Develop, Implement, and Lead CJP's Portfolio Management and Grantmaking

This inaugural VP will serve as a critical leader of S&I in operationalizing CJP's strategic approach to grantmaking. This will include developing clear, consistent, and transparent grantmaking criteria; introducing best-in-class processes, procedures, and systems; partnering with colleagues to leverage technology; developing multi-year grantmaking strategies; right-sizing portfolio investments; creating cohesion and cross-fertilization across diverse portfolios; and recommending additional strategies, staffing, and resources – all while ensuring portfolio managers are continuously measuring impact.

Over time, this VP will also recommend new portfolios and test new relationships, strategies, and — in partnership with the VP of S&I — seed investments that could potentially become SIPs in the future.

This leader will also work in partnership with the AVP of Research and Evaluation to help CJP and grantee organizations better understand their individual and collective impact in the community. Together they will work to establish an organized approach to evaluating grantmaking portfolios against clear benchmarks. Additionally, this VP will have oversight of and provide non-financial support to grantees, ranging from professional development to capacity building, network building, convenings, and developing centralized services and/or cross-organizational cost-saving efforts.

Finally, this person will have the opportunity to closely partner with other departments across CJP to communicate the impact of CJP's core work, its investment priorities, and the mark CJP makes as a best-in-class grant maker. This person will consistently interface with volunteer leaders, who will support their work and offer strategic guidance as appropriate.

More Closely Align the SIPs, Impact Areas, and Community Grantmaking Portfolios

Thoughtful work has taken place in recent years around developing SIPs (Mental Health; Families with Young Children; Fighting Antisemitism and Anti-Zionism; SPARK), Impact Areas (Broader and Deeper

Engagement; Caring for Vulnerable Populations; Healthy, Thriving and Sustainable Communities) and community grantmaking portfolios (Arts and Culture; Camps; Campus; Caring; Inclusion and Social Justice; Day Schools; Education; Families with Young Children; Israel and Global Jewry; Teens; Young Adults). However, the relationship between these three organizing frameworks has yet to be comprehensively defined, and for CJP to be the most successful in its strategic grantmaker role, there must be further clarity on how the SIPs, Impact Areas, and Community Grantmaking Portfolios interconnect and benefit one another. This work has been identified as a priority for the S&I team and the VP will join this effort that is underway, offering refinement and making recommendations for improvement.

Having further clarity on these priorities, impact areas, and grantmaking portfolios and how they work together and support one another will be critical in helping internal and external constituents better understand CJP's theory of change, and subsequently become more strategic and impactful in their work.

Build and Manage an Effective Grantmaking Team of Portfolio Managers and Other Key Staff

The VP will inherit a dedicated team of at least five direct reports who oversee a team of twenty individuals. This team brings passion and strong content expertise to their portfolio areas, yet there is a demonstrable need for senior-level leadership in grantmaking implementation. In the absence of that, CSP has enthusiastically stepped in to serve as a thought partner with the S&I team in operationalizing strategic grantmaking. Moving forward, CSP will continue to serve as a critical partner to the S&I team and grantmaking efforts and will also make room for the new VP to fully lead and implement.

In this role, the VP will leverage the many strengths of the staff, invest in their professional development, serve as an engaged thought partner and hands-on supervisor, and empower the team to do their very best work as they enhance their grantmaking portfolio areas and identify key goals, opportunities, and challenges.

This leader will also foster a culture of excellence, teamwork, thoughtful yet bold risk-taking, responsible stewardship, and continuous learning. They will also guide staff in articulating CJP's grantmaking strategy to external stakeholders.

Continue to Serve as a Clear, Transparent, and Collaborative Grantmaker to Grantees and Community Organizations.

This incoming VP will be arriving at CJP during a time of noteworthy change in the grantmaking approach, and subsequently, it will be critical that this leader and their team communicate clearly and often with grantees about CJP's overall grantmaking strategy, its theory of change, and how the various organizational-wide priorities and interest areas work in tandem with the community grantmaking portfolios.

Additionally, this leader will streamline and simplify grantmaking processes, systems, and general communications to grantees. All too often, grantees interact with different CJP staff around community grantmaking and SPIs, and it's not always clear whom to go to for what. Having a communicative, knowledgeable, and community-centric leader in this role will be paramount for the success of grantmaking moving forward.

Serve as an Integral Member of CJP's Leadership Internally and Externally

The VP will sit on the Extended Staff Leadership team of CJP, and as such, will contribute to and weigh in on areas of organizational-wide importance beyond the scope of portfolio management and grantmaking. One such example will be contributing to the 2025 study, a 10-year investment designed to better understand the Greater Boston Jewish Community, led by the AVP of R&E.

They will also support the SVP of S&I as a spokesperson for CJP's work, as well as for the articulation of Jewish life in Boston. Additionally, they will interface regularly with colleagues in development and other CJP departments, as well as CJP lay leaders, to reflectively articulate how CJP's portfolio approach strengthens the dynamic Jewish community in the region and beyond. This will include presenting at board meetings and committee meetings, working closely with CSP, attending donor visits as needed, and being actively involved in external relationship building and stakeholder communications.

Professional and Personal Qualifications

CJP will consider candidates from a wide variety of backgrounds including philanthropy, non-profit, and for-profit. While no one candidate will embody every quality, the successful candidate will bring many of the following professional and personal qualifications:

- Passion for CJP's mission and a respect for the diverse and vibrant ecosystem of Jewish organizations serving Jewish and non-Jewish communities in the Greater Boston area.
- Significant evidence of strategy implementation, process management, and change management in an organization of similar complexity and scale.
- Interest in the granting of resources, with experience in a related portfolio management role. Previous grantmaking experience is desired, in addition to familiarity with current trends in philanthropy.
- A deep commitment to investing in individuals, organizations, and community, along with cultivating mutually beneficial relationships with internal and external stakeholders. Must also be successful in bringing people together to effect change and impact.
- Experience leading complex teams (20 people) including recruiting, supervising, mentoring, and coaching. Additional success in nurturing a healthy and dynamic work environment, and a track record of partnering with volunteer leaders and committees, is also desirable.

- Outstanding verbal and written communication skills, high emotional intelligence, and the ability to work effectively across a range of stakeholders.
- Experience with metric-driven data, analytics, and KPIs and knowledge of and comfort with integrating data and technology to strengthen workplace activities and community efforts.
- Strong financial skills including budgeting, planning, and reporting, as well as a demonstrated understanding of non-profit finance and organizational health indicators.
- A principled commitment to the values of equity, diversity, inclusion, racial justice, and belonging, and a record of turning those values into action in an organizational and community context.
- A highly collaborative and decisive self-starter who is action-oriented, a strong problem solver, a quick learner, and is committed to excellence. Additionally, this leader will be optimistic, energetic, flexible, and adaptable to internal and external changes and priorities.

Compensation and Work Schedule

Compensation will be competitive and commensurate with experience, with an anticipated salary range of \$200,00-\$230,000.

CJP staff work a hybrid work schedule: staff work in the Kraft Family Building on Tuesdays and Wednesdays, and on Mondays, Thursdays, and Fridays staff may work remotely. Attendance at off-site meetings in the community and working some nights and weekends (but never on Shabbat) is required.

Applications, Inquiries, and Nominations

Screening of complete applications will begin immediately and will continue until the completion of the search process. Inquiries, nominations, referrals, and resumes with letters of interest should be directed in strict confidence to the search team via the link below.

[CJP Vice President of Portfolio Management and Grantmaking](#)

Rebecca Swartz, Partner

Angelo Alexander, Senior Associate

Rachel Banderob, Senior Search Coordinator

CJP is an equal opportunity employer. People with disabilities, women, veterans, Black, Indigenous and people of color, and LGBTQ+ people are encouraged to apply. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities.