Position Description

Tipping Point Fund
Position Title: Lead Program Officer
Location: New York City or Washington, DC Preferred
Reports to: Executive Director
Overtime Status: Exempt

Position Summary

The Tipping Point Fund ("TPF") is a donor collaborative aimed at supporting the growth of the impact investing field through strategic grantmaking. The TPF launched in December 2019 with an initial $12.5 million in philanthropic capital, which will be used to support infrastructure that is critical to the continued growth and fidelity of the impact investing market. The funding will help build on existing field building efforts by prioritizing the areas that are chronically under-funded, are best suited for collective action and that require additional support beyond that provided by individual grantmaking.

The two grantmaking priorities are:

- Public engagement and policy (e.g., communications campaigns, policy advocacy and implementation) to encourage and enable more investors to enter the market
- Data, metrics and measurement (e.g., standard impact measurement and management fundamentals, data interoperability) to provide greater clarity to market actors and ensure high standards of impact accountability

TPF grant resources are expected to be deployed over the course of 3 years. TPF is seeking to raise additional grant capital beyond the initial $12.5m from donors and impact investing stakeholders.

The Lead Program Officer ("LPO") will be the primary grantmaker for the TPF, working with the Executive Director, donors and key stakeholders to refine and execute the grantmaking strategy of the TPF.

Responsibilities and Tasks

Grantmaking Implementation

- Refine and execute the TPF grantmaking strategy in consultation with the Executive Director and funders.
- Develop TPF positions on key grant making themes, leading landscape analysis through desk research, interviews, TPF and external donor collaborations, and other outreach.
- Design and execute requests for grant proposals, collaborating with Executive Director and funders on identifying projects and soliciting proposals.
• Provide technical assistance to prospective applicants, manage grant application intake, conduct due diligence on proposals, and develop grant recommendations in consultation with the Executive Director for review by the Executive Committee.
• Work in coordination with fiscal sponsor (New Venture Fund) staff on grantee due diligence/charitable compliance, reporting, budgets and management of grantees.

**Stakeholder Management**

• Plan and prepare for regular donor meetings including meeting logistics and coordination, agenda development, presentation development, meeting execution and ongoing stakeholder management with respective participants.
• Work to facilitate shared learning among TPF funders informed by the monitoring and evaluation of TPF grants and any additional insights generated through the grantmaking process.
• Manage grant reporting for the TPF funders.

**Thought Leadership**

• Develop communications and thought leadership materials showcasing the learnings of TPF and the broader importance of field building to sustain the impact investing movement.

**Project Administration and Management**

• Oversee and manage contracting and consultants needed to execute on the TPF’s mission.
• Manage project consultants, additional staff or volunteers as needed and appropriate.

**Education, Experience, Knowledge, Skills and Ability**

• BA/BS plus 7-15 years’ experience with and a strong interest in impact investing or equivalent combination of education and experience. Advanced degree in a field demonstrating impact investing knowledge is preferred.
• Specific experience with impact investing field building efforts in one or both of the priority grantmaking areas of 1) public engagement and policy and 2) data, metrics and measurement.
• Experience in philanthropy and grant making including strategy development, RFP development, potential grantee diligence, grant monitoring, evaluation and reporting.
• Knowledge of and experience with field building and movement building strategies.
• Demonstrated effectiveness as a convener, facilitator and collaborator, including professionally managing senior stakeholders and an understanding and track record of overseeing and managing meeting logistics.
• Experience developing and refining meeting materials and presentations, such as in PowerPoint.
• Ability to design and implement a learning strategy for TPF donors and to report to donors on activities of the TPF.
• Excellent analytical, verbal and written communications skills. Ability to clearly communicate concepts, research findings, and data interpretations and to draw the implications of these analyses for TPF objectives.
- Demonstrated skill in independent thinking and problem-solving, with proven ability to manage a complex strategy.
- Experience working in entrepreneurial settings with a demonstrated ability to work in small teams with limited resources.
- Domestic and occasional international travel expected.

**How to Apply**

Candidates should send a cover letter highlighting their experience that may qualify them for this role in addition to a resume to careers@tippingpointfund.com. Please do not reach out directly to staff members. **Cover letters and resumes will be accepted through February 14, 2020.**

**Hiring Statement**

Tipping Point Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.