

Portfolio Manager - Immigration

Overview

At Emerson Collective, (EC), we believe that self-reliance is one of humanity's highest ideals. A person who is self-reliant is able to chart their own destiny in order to live to their fullest potential – leading to both individual advancement and a stronger society for us all. To support this belief, EC is committed to entrepreneurial work in traditionally non-entrepreneurial contexts by partnering with and supporting innovative nonprofit and for-profit entrepreneurs, organizations and individuals who are driving game-changing domestic and international social reform efforts, particularly in the areas of education, immigration, social justice and the environment.

To meet the ambitious goals of its founder and rapidly growing team, EC currently has an opening for a Portfolio Manager focused on Immigration, who will report to the Director, Immigration Portfolio, Kavitha Sreeharsha.

The Role

As a key member of EC's investment team, the Portfolio Manager – Immigration will lead grant making efforts to build and support a portfolio of partnerships with nonprofit entrepreneurs and organizations whose missions are to advance the rights of immigrants. In this role, you will:

- Design and execute grantmaking strategies for the immigration portfolio, including identifying priority issues, gaps, and key organizations.
- Lead due diligence on potential partner organizations. This entails researching organizations, leading related meetings and calls, analyzing financial documents, evaluating potential for success and strategic alignment, summarizing findings, and making strategic recommendations.
- Provide guidance and hands-on support to EC partners in the immigration field. This will include sharing updates with the EC team and providing guidance and support in response to specific challenges. You will also proactively identify new connections or opportunities across the EC portfolio, as well as within EC's support system (e.g., communications, advocacy, events, trainings, convenings). This will require leading relationships with specific partners and serving as their primary point of contact.
- Conduct research to assess and recommend potential new areas for investment that reflect EC's creative approach to funding.
- Stay abreast of developments in the immigration field in order to put the work of our current partners into context.

- Codify and analyze what EC is seeing and learning in the field to inform our team, our work and our partners.
- Contribute to other EC work and initiatives. EC believes strongly that crosspollination of ideas and solutions leads to more lasting and catalytic change.
- Perform other duties as assigned.

Qualifications

Educational and Work Experience

- At least 5-7 years of work experience in the field of immigration as a contributing member of a non-profit organization, foundation, or government entity;
- Substantive knowledge of the nonprofit immigration sector and immigration law and policy;
- Understanding of grantmaker best practices;
- Excellent oral and written communication and analytical skills
- Experience conducting research, analyzing data, synthesizing information, and making strategic recommendations;
- Proven ability to manage and provide leadership in multiple external relationships with high levels of empathy and responsiveness;
- Established track record of exceeding goals and objectives;
- Bachelor's Degree required;
- J.D. strongly preferred; or alternatively a Graduate Degree in public policy or other appropriate discipline.

The Ideal Candidate is:

- Passionate about dramatically advancing the rights of immigrants in the U.S.;
- Curious, and values the process of research to discover the “new and different”;
- Decisive, and can effectively balance strategy and opportunity;
- Able to thrive in a collaborative, entrepreneurial and dynamic work environment where team members are open, flexible and adaptable to the needs of the organization.
- Strong in leveraging skills and capabilities to support other EC initiatives and efforts in education, social justice and the environment;
- A self-starter with excellent organizational, prioritization and project management skills;

- A great communicator with exceptional interpersonal and writing skills, including the ability to work with diverse external stakeholders as well as within a small team.

Location

This position will be based in Palo Alto, CA. Periodic travel may be required but will generally not exceed 20%.

Compensation

EC offers competitive benefits and salary for this role.

To Apply

Send your resume and a short (<250 words) note about your interest in the role to Kavitha Sreeharsha at kavitha@emersoncollective.com. Please use "EC Portfolio Manager Application" as your subject line. Although all applications will be considered, we are unable to respond to individual inquiries.