
Project Role: Collaborative Fund Manager, Newark Nonprofit Leadership Resilience Fund (NNLRF)

Location: Newark, NJ (mostly remote with occasional in-person meetings and community events)

Reports to: NNLRF Governance Committee

Engagement Type: One-year contract, with potential to renew

An RFP process will be used to assess interest and skill levels. Please see below for further details.

Position Summary

The Newark Nonprofit Leadership Resilience Fund (NNLRF) is a bold, equity-centered philanthropic initiative grounded in trust-based and community-centric principles. NNLRF is designed to strengthen nonprofit leadership, invest in organizational capacity, and ultimately support systems-level change efforts in Newark, NJ. As a collaborative of committed funders, NNLRF is working to shift power, elevate community voice, and reimagine how philanthropy partners with the sector for long-term, transformative change.

The Newark Nonprofit Leadership Resilience Fund (NNLRF) seeks a dynamic and experienced **Collaborative Fund Manager** to lead the launch and ongoing operations of this emerging philanthropic initiative. The Manager will play a central role in coordinating governance, stewarding relationships, evaluation and communications, and supporting the long-term sustainability and impact of the Fund. We welcome both individual consultants and teams to apply for this position.

Key Responsibilities

Fund Representation & Strategic Communication

Serve as the primary representative of the Fund in collaboration with the fiscal host to ensure smooth day-to-day operations.

- Facilitate clear and consistent communication between funders, nonprofit partners, and community stakeholders.
- Oversee fund disbursements and reporting processes with the fiscal host.

- Develop and implement a communications strategy that highlights key milestones, stories of impact, and opportunities for engagement.
- Where appropriate, contribute to collective learning efforts with funders, grantees, and technical assistance partners to inform broader philanthropic and nonprofit field practices.
- Share insights and updates from nonprofit partners with funders and other stakeholders to strengthen alignment and responsiveness.

Governance & Facilitation

- Provide planning and facilitation support for up to six Governance Committee meetings annually.
- Co-develop grantmaking criteria for capacity-building partners and draft Requests for Proposals (RFPs).
- Ensure inclusive participation and elevate nonprofit leadership voices in governance processes.
- Manage documentation of meetings, decisions, and lessons learned to promote transparency and institutional memory.

Engagement with Funders, Nonprofits and Technical Assistance Providers

- Build and maintain relationships with current and prospective funders to strengthen the Fund's sustainability, visibility, and collective impact.
- Act as a liaison between funders and nonprofit leaders to foster collaboration, trust, and shared learning.
- Coordinate engagement efforts to better understand and respond to the evolving needs of Newark's nonprofit sector (e.g. listening tours, surveys, etc.).
- Develop partnerships with organizations that provide technical assistance and capacity-building services.

Evaluation and Learning

- Collaborate with the Governance Committee to define and track success metrics, milestones, and learning goals.
- When appropriate, lead or coordinate evaluation activities to assess the Fund's impact and inform continuous improvement.
- Apply evaluation insights to refine Fund operations and share key takeaways with stakeholders and the broader community.

Financial Sustainability

- Help fundraise and define additional resource development strategies to help shape and support financial sustainability for the Fund and to ensure its continued impact.
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Preferred Experience (Consulting Firms or Independent Consultants)

- Demonstrated experience in philanthropy, nonprofit management, or adjacent fields, with a successful record of designing and executing high-impact initiatives in collaboration with diverse stakeholders.
- Proven ability to manage complex projects from inception to completion, including facilitation of multi-stakeholder processes and effective engagement of funders, grantees, and community partners.
- Strong organizational infrastructure and internal capacity to manage multiple workstreams concurrently while maintaining accountability, responsiveness, and adaptability.
- Experience supporting the development, launch, and implementation of collaborative philanthropic initiatives, including funder collaboratives, pooled/intermediary funds, or collective giving models.
- Deep knowledge of leadership development and capacity-building strategies in the social sector, particularly those focused on supporting equity-centered systems change.
- Demonstrated ability to build and sustain equitable, trust-based relationships across funder and nonprofit communities, with a clear understanding of power dynamics and systems of inequity.
- Familiarity with Newark's nonprofit and philanthropic ecosystem, including established relationships or a demonstrated ability to engage authentically with local stakeholders.
- Experience facilitating participatory governance structures, shared decision-making models, or collaborative grantmaking efforts.
- A values-driven approach grounded in racial equity, cultural humility, and community accountability.
- Proficiency in applying equity-focused frameworks (e.g., trust-based philanthropy, emergent strategy, targeted universalism) in consulting engagements.

Contract Fee

The contract fee will be commensurate with experience and will be discussed during the interview process. This engagement is budgeted at up to \$100,000. We are committed to working collaboratively with the selected candidate or team to determine a fee structure that reflects the scope of the role and aligns with their availability and needs.

To Apply

Interested candidates should submit the following materials via email to Candace Johnson at cjohnson@victoriafoundation.org

with the subject line: **RFP– Collaborative Fund Manager, NNLRF**

Required Application Materials:

- Resume/CV (PDF format preferred)
- Cover Letter (1–2 pages) that outlines your:
 - Interest in the Newark Nonprofit Leadership Resilience Fund
 - Relevant experience in funder collaboratives, nonprofit leadership, and/or community-centered work
 - Approach to equity, evaluation, and stakeholder engagement
- Two (2) References (name, title, organization, contact info) – references will not be contacted without prior notice.

Interested applicants may want to review the following background documents before applying.

- Description of the [Newark Nonprofit Leadership Fund](#)
- [Outreach presentation for the Fund](#)

RFP Deadline: July 2nd, 2025

RFPs will be reviewed on a rolling basis, with priority given to those submitted by the deadline.

Finalists for this role will be invited for a one-hour conversation, during which the candidate(s) will be asked to prepare and share a draft 90-day work plan based on the job description, perceived needs of the fund and initial conversations/interview. The prospective candidate is encouraged to ask questions that might help them determine fit and clarify rates/fees.

In the workplan, we hope to understand:

1. How you plan to approach and meet key milestones that are scheduled for 2025, which include:
 - Organizing and launching the Fund’s Governance Committee,
 - Finalizing criteria for capacity strengthening cohorts, and
 - Shepherding the application process and dispersing awards.
2. This effort will work closely with Newark’s philanthropic community, including key membership bodies and other organizations whose mission is to support capacity strengthening and leadership development efforts. What are some of the opportunities and common challenges you anticipate and what strategies could you deploy to navigate those challenges?
3. Contract Fee – please provide an estimated budget for your proposed work

Thank you for your consideration of this position. We hope to respond to you within one month of your application.

NNLRF Collaborative Fund Manager – FAQ

What is the Newark Nonprofit Leadership Resilience Fund (NNLRF)?

The NNLRF is a pooled fund launched by local and regional funders to strengthen the capacity, sustainability, and leadership of Newark-based nonprofit organizations. It centers equity and community voice in its approach to funding and decision-making.

What’s the role of the Collaborative Fund Manager?

This person, or team, will be the primary coordinator and connector—overseeing daily operations, managing relationships with funders and nonprofits, supporting governance and evaluation, and helping shape the Fund’s long-term strategy.

What is the anticipated level of effort or time commitment for this engagement?

The role is structured as a **one-year contract**. The exact weekly time commitment can be discussed during the interview process, but the role is expected to be **part-time equivalent**, depending on the fund’s needs and momentum.

Where is the role based?

The role is **hybrid**, with a preference for candidates familiar with or located in **Newark, NJ** or the greater New Jersey region. In-person meetings and community events are expected and to be arranged by>NNLRF.

What is the fee?

The proposed contract may be awarded at a value of up to \$100,000. Final compensation will be determined in partnership with the selected candidate or team based on experience, availability, and the responsibilities of the role.

Who does the Fund Manager report to?

The Collaborative Fund Manager will report to the **NNLRF Governance Committee**, which includes representatives from funders and community leaders.

How do I apply?

Email your **resume, cover letter, and two references** to Candace Johnson, cjohnson@victoriafoundation.org by **July 2nd, 2025** with the subject line: **RFP – Collaborative Fund Manager,>NNLRF**