

Job Posting



Project Portfolio Manager

Reports to: Director of Fiscal Sponsorship

Location: Hybrid (60% in office/40% Remote)

Pay: \$65,000

Status: Full-Time; Exempt

About the Role

The Portfolio Manager is the primary relationship manager for their group of fiscally sponsored projects at Stara Collaborative, acting as both advisor and steward. As an advisor, the role assesses each project's strengths and needs across seven areas: program design and implementation, fund development, communications and storytelling, operations and systems, partnerships and engagement, governance, and impact evaluation. As a steward, the role guides projects through Stara's systems and compliance requirements so that fiscal sponsorship feels like a resource rather than a burden. Working closely with each project lead, the Portfolio Manager sets quarterly work plans, provides direct support when possible, and connects projects to the right person inside or outside Stara when specialized help is needed. The role treats compliance and accountability as part of the partnership, using clear expectations, honest conversations, and consistent follow-through to build the trust projects need to take risks and grow. It suits someone who can hold both the big picture and the operational detail and who finds meaning in being a steady, knowledgeable presence for the people doing the work.

What You'll Do

- **Manage project relationships:** Serve as the primary point of contact and internal advocate for a portfolio of sponsored projects, building trust with project leads through consistent communication, regular check-ins, and responsive support.
- **Assess projects:** Conduct ongoing assessment of each project's strengths and needs across the seven areas above, and serve as Stara's internal authority on each project's history, trajectory, and development needs.

- **Plan the work:** Develop and maintain quarterly work plans with each project lead, set clear goals, connect projects to the right Stara team members or outside resources, and track progress over time.
- **Support the full project lifecycle:** Lead onboarding for newly sponsored projects, facilitate annual reviews, and guide projects through major transitions, including moves toward independent 501(c)(3) status, programmatic shifts, and exits from fiscal sponsorship.
- **Support fund development:** Partner with project leads to build annual budgets, set funding targets, and shape funding strategy. Support the drafting and submission of grant applications.
- **Steward compliance and finances:** Monitor progress toward outcomes, budgets, and compliance requirements. Review and approve project spending in line with Stara's policies and funder restrictions, identify and escalate risks, and oversee project-level contractors.
- **Keep accurate records:** Maintain thorough records across the full project lifecycle in Salesforce, including sponsorship recommendations, budgets, work plans, compliance documentation, and a log of Stara-provided support.

What We're Looking For

- Required
 - A minimum of 5 years experience working and/or actively volunteering in nonprofit, community-based, advocacy or public sector fields
 - Passionate about building the capacity of individuals, organizations, networks and sectors towards transformational, strategic and sustainable goals
 - Ability to work independently and in teams, while managing multiple projects with competing timelines
 - Experience with budgeting, fundraising, and/or financial administration within a nonprofit context
- Preferred
 - Experience working within a fiscal sponsorship or intermediary organization.
- Education
 - Bachelor's degree in nonprofit management, education, finance, business administration, social work or a related field. Education requirements can be waived with significant industry experience.

How to Apply

Email your resume and cover letter to jobs@stara.org.

Please include the position you are applying for in the subject line of your email.

EQUAL OPPORTUNITY EMPLOYER:

Black, Indigenous, and other people of color, immigrants, women and femmes, LGBTQI+ individuals, people with disabilities, neurodiverse people, and formerly convicted, incarcerated, or systems-impacted people are highly encouraged to apply. Stara Collaborative does not discriminate on the basis of race, color, religion, creed, age, sexual orientation, gender identity or expression, marital status, national origin, citizenship, ancestry, genetic information, disability, veteran status, political affiliation, medical condition (including pregnancy, childbirth, breastfeeding, and related conditions), or any other category protected by law.