

GROUP HEALTH FOUNDATION

Impact Investment Manager or Director Seattle, Washington position description

ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to shape and accelerate efforts to improve health equity and advance community aspirations for a vibrant, healthy future in Washington. We are hiring an **Impact Investment Manager/Director** to join our expanding team.

Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

To learn more about our work, our approaches, and our values, please visit our [website](#).

POSITION SUMMARY

This role will oversee the Foundation's program-related investments, defining and refining PRI investment criteria, policy, and overall strategy. This role will work with minimal supervision and be involved in all aspects of the PRI investment process, including financial modeling, sourcing, due diligence and valuation, and portfolio management. A successful candidate will add value in terms of strategic thinking and thought leadership to support the generation and implementation of new investment ideas.

This is a full-time, exempt position located in our Seattle office. Periodic early morning, evening, and weekend hours will be required, and regular statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

As a growing foundation, we are open to candidates across a range of experiences. We expect candidates for the Director title to have a broad range of both investing and impact (PRIs, MRIs, etc.) experience. We will consider candidates for the Manager role that have experience in either investing or impact.

PRIMARY RESPONSIBILITIES

- Build the Foundation's impact investment program, including but not limited to, leading the research, development, and implementation of scalable, multi-asset class PRI investment strategies
- Define PRI goals, measurement, strategy, and investment criteria

- Lead due diligence on new investment opportunities through research and financial modeling
- In collaboration with the Foundation’s programmatic teams, define PRI key results to ensure targeted impact, and track and monitor manager/portfolio performance on a regular basis, including the creation of portfolio transparency reports and other assigned statistics
- Conduct ESG and Impact diligence and analysis
- Prepare materials and present at quarterly investment committee meetings and provide other support for accounting, finance, and administration functions when needed.
- Draft and present detailed investment recommendation memoranda
- Maintain databases of holdings, exposures, and other relevant information
- Conduct detailed industry and competitive market analysis
- Manage internal reporting processes for the impact team (quarterly company reporting, valuation, etc.)
- Create market maps and investment pipelines
- Support ongoing portfolio management and follow-on financings
- Contribute one’s own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation’s mission and aspirations with one’s own personal experiences
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Five to ten years of exposure to investing with deep experience in impact for the Manager role
- Ten to fifteen years of experience for the Director role
- Strong team player who can collaborate effectively across teams and departments
- Strong Excel modeling capabilities
- Fundamental understanding of investment risk and capital markets
- CFA or CAIA certification preferred
- Experience evaluating active managers is preferred
- Experience in both direct investment and manager research is preferred
- Demonstrated capacity for self-reflection and a low-ego personal style
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Willingness to take part in occasional meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 10-25% for this position)

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. We are open to hiring this position at the Manager or Director level. The anticipated starting salary range for the Manager role is \$210,000 to \$260,000 (inclusive of incentive compensation), and the anticipated range for the Director role is 300,000 to 350,000 (inclusive of incentive compensation). A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [online application portal](#). Priority will be given to applications submitted by **Friday, January 7**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed.

We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation!