

# GROUP HEALTH FOUNDATION

## Investment Associate position description

### ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to shaping and accelerating efforts to improve health and health equity in the State of Washington. We are seeking an **Investment Associate** to join our expanding team.

Fueled by Group Health Cooperative's legacy and \$1.8 billion in funds resulting from Kaiser Permanente's acquisition of the Cooperative, we have an audacious goal: health equity in Washington State. We are committed to creating and supporting conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential. We are dedicated to partnering with communities across the state to advance a shared vision for a vibrant, healthy future.

**Cultivating a diverse and inclusive staff is essential to these aspirations. Applicants who embody the broad array of diversity, lived experiences in our communities, and lived experiences with a disability are strongly and sincerely encouraged to apply.**

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

### POSITION SUMMARY

Reporting to the Managing Director of Investments, the Investment Associate will be an important key member of the investments team. The Investment Associate will function as a generalist and will have the opportunity to support the sourcing, due diligence, and monitoring of the Foundation's investments in both public and private markets. This position offers a unique opportunity to join a team that is building an investment portfolio and operational infrastructure from the ground up.

This is a full-time, exempt position located in our Seattle office. Some early morning, evening, and weekend hours, as well as some domestic and international travel, should be expected. All employees participate in our quarterly offsite retreats, which often require travel and overnight stays.

### PRIMARY RESPONSIBILITIES

- Conduct due diligence on new investment opportunities through research, financial modeling, and participation in business meetings.
- Prepare materials for quarterly investment committee meetings and provide other support for accounting, finance, and administration functions when needed.
- Prepare for and attend sourcing, approval, and monitoring meetings. Document all pertinent information and issues.

- Draft detailed investment memoranda.
- Make regular presentations to the investment team.
- Track and monitor manager/portfolio performance on a regular basis, including the creation of portfolio transparency reports and other assigned statistics.
- Maintain databases of manager holdings, exposures, and other relevant information.
- Assist in the creation of market maps, forward calendars, and investment pipelines.
- Assist in the tracking and analysis of relevant market information and benchmark data needed for asset allocation and portfolio positioning.
- Complete special projects as needed.
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation.
- Assume other responsibilities and pursue new opportunities as presented by the evolving aspirations and needs of the Foundation.

## QUALIFICATIONS

- A commitment to equity and social justice, and strong alignment with our organizational values
- Desire and ability to work with people of diverse backgrounds, cultures, perspectives, and lived experiences
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated ability to cultivate relationships with diplomacy, and to work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Undergraduate degree or equivalent employment and learning experiences
- Strong Excel modeling capabilities
- Fundamental understanding of investment risk and capital markets
- CFA or CAIA certification preferred
- Experience evaluating active managers preferred
- Ability to multitask and prioritize
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- Demonstrated capacity for self-reflection and low-ego personal style
- Collegial style and team orientation
- Unquestioned integrity and the highest ethical standards
- Deep commitment to a culture of excellence
- Demonstrated ability to take initiative and contribute to the goals of a dynamic and growing organization
- Ability to connect the Foundation's mission and aspirations with one's own personal and lived experiences
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Willingness to travel both domestically and internationally for purposes of performing due diligence, monitoring investment managers, and attending market related conferences (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 market data are reviewed when setting ranges for each position. We are open to hiring this position at the associate or senior associate level and, resultingly, we will discuss compensation ranges with individual applicants early in the selection process. 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 in diverse communities. We offer relocation packages, a comprehensive benefits package that includes medical/dental/vision for the employee and dependent children (covered at 90%), a 10% retirement contribution, generous and flexible paid time off, paid parental leave, a fully subsidized transit pass, and support for ongoing professional development.

## TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). Priority will be given to applications submitted by **January 31, 2020**, although the position will remain open until filled (if the position is posted on our website, we are still accepting applications). You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect regular updates from the Foundation 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!**