

GROUP HEALTH FOUNDATION

Investment Operations Director 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 Operations Director** 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 Chief Investment Officer (CIO), the Investment Operations Director will be a key member of the investments team. The Investment Operations Director will be responsible for a full range of compliance, monitoring, analysis, and reporting functions for a complex, multi-asset-class portfolio. 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

- Lead the management of the Foundation's investment operations and support the CIO's oversight of the portfolio.
- Supervise the third-party administrator.
- Manage key vendor relationships (custodian, CRM, risk management systems, market data vendors, brokerage, external counsel, etc.).

- Manage the execution of investments, including subscription documents, capital calls, rebalancing, amendments, legal review, corporate actions, and the like.
- Work in close partnership with the Accounting Manager, Finance Director, and Executive Vice President on organization-wide finance and administrative issues.
- Oversee portfolio reporting and attribution, including performance analytics, exposures, and benchmarks.
- Regularly review and improve investment documentation and knowledge management processes and procedures.
- Integrate technology systems and improve data management.
- Review reports provided by external operational due diligence (ODD) providers.
- Support annual audit and portfolio valuation processes.

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
- Minimum of five years of related professional experience in an investment or finance function
- Previous experience with trading, compliance, and counterparty relationships
- Exposure to traditional and alternative investment strategies
- Graduate degree or equivalent employment and learning experiences
- CFA or CPA preferred
- Demonstrated ability to deliver quality work with tight deadlines
- Ability to learn and establish new systems
- 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
- Advanced proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC), working knowledge of Bloomberg, and the 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 10-15% 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. The anticipated starting salary range for this position is \$195,000 to \$255,000. 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!