

GROUP HEALTH FOUNDATION

Investment Operations Manager Seattle, WA Position Description

ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring an **Investment Operations Manager** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential.

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

Reporting to the Investment Operations Director, the Investment Operations Manager will be a key member of the investment team. The Investment Operations Manager will be responsible for a full range of 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. Occasional early morning, evening, and weekend hours will be required. Occasional domestic travel is expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Lead the management of the Foundation's investment operations of a global, multi-asset class portfolio.
- Supervise the routine operations of a third-party administrator, custodian bank, and other key vendors.
- Manage the execution of investments, account openings, capital calls, rebalancing, corporate actions, vendor notification, and similar duties.

- Work in close partnership with the Accounting Manager and Finance Director on organization-wide finance and administrative issues.
- Oversee portfolio reporting and attribution, including performance analytics, exposures, and benchmarks.
- Integrate technology systems and improve data management.
- Assist with operational due diligence, compliance, budgeting, and data management.
- Serve as the investment team contact and resource for external auditors.
- Support tax preparation.
- Manage other responsibilities as assigned by Investment Operations Director or Chief Investment Officer.

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.
- Minimum of five years of related professional experience in an investment or finance function.
- Bachelor's degree in finance or accounting.
- CPA, CFA or CAIA (or progress towards) preferred.
- Previous experience within the investment industry, preferably experience with an endowment, foundation, or family office.
- Exposure to traditional and alternative investment strategies.
- Experience with performance measurement and/or financial reporting activities for an asset allocator.
- 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.
- Demonstrated intellectual curiosity.
- Collegial style and team orientation.
- Demonstrated ability to deliver quality work with tight deadlines.
- Advanced proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC), and the ability to adapt to new technologies.
- Willingness to travel both domestically and internationally for the purposes of performing due diligence, monitoring investment managers, and attending market-related conferences (travel is estimated at 15-20% 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. The anticipated starting salary range for this position is \$185,000 to \$215,000. 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 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, November 12**. 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!