Job Title: Mission Investing Manager
Department: Grants and Community Investments
Reports to: Vice President for Grants and Community Investments with secondary reporting to the Chief Financial Officer

Position Summary

The Mission Investing Manager will increase the impact of the Foundation’s work by coordinating and implementing the Foundation’s place-based mission investing program. Doing so effectively will require a diverse skillset and a sustained willingness to engage and understand community and statewide issues, the role of strategic philanthropy, mission-driven asset management and community investment practices that enhance the impact of giving, and charitable investment through the Vermont Community Foundation.

The position is part of a team that directs the Foundation’s approach to community impact, including grantmaking, community engagement, and Vermont-based mission investing. The team’s primary role is to steward charitable resources to achieve the Foundation’s mission and vision for Vermont communities, cultivating and maintaining strong relationships with non-profit, business and community leaders across sectors, and Foundation stakeholders, including fundholders and prospects.

The Mission Investing Manager administers the Vermont Investments Pool and other place-based mission investment activities as they arise. The primary operations of the role are:

- Stewarding the portfolio of Vermont investments
- Advancing the mission investing strategy
- Coordinating with the internal mission investing team workflow and decision-making process
- Coordinating impact and portfolio reporting
- Promotion and communications related to mission investing
- Using charitable funds to invest in Vermont

The Mission Investing Manager will work to engage in and build the ecosystem that supports entrepreneurship and community development in the state, while helping design and implement the Foundation’s strategy for community and economic vitality. This position also consults on the design and implementation of the Foundation’s community grantmaking strategies and participates in community engagement and insight gathering efforts.
Responsibilities

- Manage the Foundation’s strategies for community impact through Vermont mission investments. This includes origination, execution, and pipeline management; portfolio stewardship; financial and impact reporting; performing and/or coordinating due diligence; and generating recommendations to the Vermont Investment Committee and the Chief Executive Officer.
- Work with the Grants and Community Investment team to ensure Vermont investments are innovative, reflective of community impact objectives, and contribute to the mission of inspiring philanthropy in Vermont. This includes identifying sector trends and community capacity needs where technical assistance, training, and other resources may be helpful.
- Structure and manage reporting and evaluation metrics, including financial and impact reporting and promotional materials related to the Vermont mission investments and asset allocation.
- Align the Foundation’s Vermont investment strategy with the Opportunity Gap framework, while generating insight and advancing the network of funders, service providers, and business leaders.
- Increase the profile of the Foundation’s mission investing work with fundholders, donors, and other stakeholders. Work to increase the availability of philanthropic capital throughout the state by engaging fundholders and prospects in community investment.
- Represent the Foundation at speaking engagements and other events and activities.
- Respond to general inquiries from potential donors, communities, businesses, stakeholders, and nonprofits.
- Contribute to the overall organization by participating in team and staff meetings and on task groups that guide integrated decision-making.
- Fulfill Foundation services for other regional fundholders and partners.
- Other projects as required

Essential Functions and Traits

- Curiosity, optimism, and a belief in philanthropy and community
- Proven track record of creating and implementing strategic programs, systems, and approaches
- Ability to engage communities and cross-sector groups around a common agenda
- Leadership skills with stewardship and facilitation experience
- Comfort and ease in diverse social settings
- Ability to follow through on commitments
- Demonstrate innovative strategic thinking and planning skills
- Develop, implement, and evaluate integrated processes for effective and innovative community philanthropy
- Creativity and respect for colleagues, donors, and community partners

Essential Skills and Qualifications

- Master’s degree in Business Administration or Finance and minimum of 4 years relevant work experience required
• Relevant work experience may include experience in private equity or venture investing, asset and relationship management of investor, donor, or financial relationships and/or community development finance.
• Project management or experience in an entrepreneurial environment, as well as experience setting and achieving goals
• Familiarity with grantmaking and/or community development
• Excellent verbal, written, and interpersonal communication skills
• Presentation or public speaking experience
• Ability to work both independently and with various groups
• Proficiency in Microsoft Word, Excel, PowerPoint
• Familiarity with database management tools

About the Vermont Community Foundation:

The Vermont Community Foundation inspires giving and brings people and resources together to make a difference in Vermont. A family of hundreds of funds and foundations, we provide the advice, investment vehicles, and back-office expertise that make it easy for the people who care about Vermont to find and fund the causes they love.

Location:

Due to the pandemic, the Community Foundation is currently working remotely. We anticipate a return to in-person work when it is deemed safe to do so.

Instructions for Applying:

Please send your resume and a cover letter that articulates your approach to mission investing and your interest in doing this with the Community Foundation to careers@vermontcf.org. Applications will be accepted through April 16, 2021.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.