

## Investment Analyst

Position: **Preferred**: Regular, Exempt, Full Time

**Will Consider**: *Part-time schedule for those pursuing a relevant degree, with a transition to full-time upon graduation Spring 2022*

Department: Finance

Reports to: Director of Investments & Treasury

Date Revised: December 2021

---

**Summary:** The Investment Analyst, in collaboration with the CFO and Director of Investments, is responsible for investment research and analysis related to the foundation's \$3.1B endowment. In addition, the Investment Analyst will be responsible for conducting initial due diligence on diversity managers and will oversee the finance departments social impact investing strategies.

### **Responsibilities and Expected Outcomes:**

#### Investments:

- Maintain the data base and dashboard on social impact and diversity manager investments for the Foundation.
- Conduct research on diverse investment managers and provide recommendations on selections. Track progress of managers hired towards goals.
- Conduct annual diversity survey with investment managers and obtain statistics on improvements made in proxy voting preferences.
- Maintain requirements for diversity pledges made publicly by the foundation and learn new practices from others in the field.
- Obtain benchmark information on social impact programs offered by other foundations.
- Assist the Director of Investments and Program Director on blended finance projects that can be used as catalytic impact investments.
- Keep abreast of social impact investment market conditions and support the Director of Investments by providing recommendations on how to achieve long-term social impact goals.
- Interface with Cleveland Innovation Project partners on development of social impact ecosystem.
- Oversee the maintenance of CLE Impact Portal and work with Marketing on external communications of social impact achievements. Update the Foundations Social Impact web page as needed with marketing.
- Prepare presentations for CFO and Director of Investments on Social Impact Program at the Foundation and assist with presentations for donor conversations.

- Conduct research on potential new managers for SRI and REI Pools and conduct modeling of back tested performance as needed.
- Oversee the model for social impact investment goals and update quarterly for SIIC. Monitor progress towards goal and suggest modifications as needed to attain long-term objectives.
- Work with Program on reviewing outstanding Program Related Loans and prepare cashflow projections for payments.
- Review passive in-house pools on a bimonthly basis and make recommendations on rebalancing needs.
- Assist with the valuation of private equity accounts in social impact investment pools.
- Track social impact made from impact investments and provide semiannual update to SIIC.
- Review Social impact Investment Policy once a year and recommend modifications to reflect the progress made and anticipated changes.
- Assist with slide preparation for SIIC and present MRIs to the Committee with the Director of Investments.
- Work on special projects as requested by the CFO or Director of Investments.
- Support traditional investment as needed.

**Essential Qualifications, Credentials and Technical Skills required:**

- Bachelor's degree in related field completed or to be earned by Spring 2022 with at least one year of prior working experience, including internships, in investments/finance. Current or in-process credentials for regular, full-time candidates such as MBA, CFA, or CAIA preferred.
- Advanced PowerPoint and Excel modeling skills and proficiency using Microsoft Office 365.
- Bloomberg Terminal experience preferred.
- Advance proficiency with online collaboration tools such as Zoom, MS Teams and similar.
- Exceptional interpersonal skills with the ability to interact effectively with a diverse group of internal and external individuals at all levels.
- Demonstrated committed to and passion for work that prioritizes diversity, equity and inclusion.
- Ability to work independently in a dynamic and fast-paced environment.
- Desire to work collaborative within and across teams.
- Strong attention to detail and excellent analytical skills.
- Exceptional time management skills with the ability to turn around requests quickly.

***APPLICATION PROCESS:***

Starting salary for this position will be commensurate with the selected candidate's background and experience and whether the candidate starts as full or part-time. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire and full or part-time status. **If you are interested in applying for this position, please submit your resume and cover letter [here](#). We regret that we cannot respond personally to each applicant.**

**Note:** The Cleveland Foundation is currently working partially remote until such time a determination is made to safely return to the office on a regular basis early in the first quarter of 2022.