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Mission Investing Associate

David and Lucile Packard Foundation | Los Altos, California

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Background

The David and Lucile Packard Foundation (Foundation) is a family foundation that is guided by the enduring business philosophy and personal values of Lucile and David Packard, who helped found one of the world's leading technology companies. Their approach to business and community participation has guided our philanthropy for more than 50 years. Today, their children and grandchildren continue to help guide the work of the Foundation. Located in Los Altos, CA, the Foundation makes grants at the local, state, national, and international level.

We work on the issues our founders cared about most, which are improving the lives of children; enabling the creative pursuit of science; advancing reproductive health; conserving and restoring the earth's natural systems; and supporting and strengthening an array of local nonprofit organizations

In 2016, the Foundation expects to make grantmaking awards of

more than \$300M. A staff of 120 conducts the day-to-day operations and a Board of Trustees oversees the work of the Foundation. David and Lucile Packard passed on to the Foundation the following core set of values: integrity; respect for all people; belief in individual leadership; commitment to effectiveness; and the capacity to think big. More information about the Foundation can be found at www.packard.org.

Job Summary

Mission Investing

The Foundation has been making mission investments since 1980, making it one of the earliest such programs to be created in the country. Mission Investing seeks opportunities where loans or equity investments are the best tool to further the Foundation's programmatic goals and support the Foundation's grantmaking. Our experience shows that mission investments can often be catalytic, enabling nonprofit organizations and mission-driven for-profit companies to seize time-sensitive opportunities, to grow new ideas and business models, and to help attract private sources of capital to our work.

Mission Investing is structured as a separate \$180M pool of funds that is carved out from the Foundation's overall endowment, and is overseen and managed by the Mission Investing team. The Mission Investing program has grown to be one of the most active of its kind in the country, making between \$20-50M in loans and investments each year, and is considered a leader within the rapidly evolving "impact investing" industry.

The Mission Investing Associate will be a key member of the team and will provide operational support for the lending and investment activities, portfolio management, and daily operations. We are looking for a productive and experienced operational support person to join our team, who will manage the financing back office portion of the work.

Responsibilities

Work closely with and coordinate with Foundation program, finance, legal, and IT staff; and with borrowers and investees to manage the financing operations

Responsible for program and investment timelines, documentation, and loan/investment files to ensure timeliness and completeness for both new and existing loans and investments

Maintain the information systems for the Mission Investing portfolio (via a CRM database, electronic investee portal, document archive on SharePoint, legal documents and other required hard copy files, and related information in cross-Foundation information systems)

Track compliance with financing milestones and legal loan/investment covenants, and coordinate legal document execution and loan/investment closings, including handling of confidential and sensitive information

Recommend and help to implement information systems upgrades as needed to improve processes

Respond to internal and external investment inquiries, and communicate effectively with borrowers/investees, co-investors, and other program and impact investment partners

Manage supporting systems including budget tracking, invoice and contract processing, grant processing, deadlines, and internal reporting

Be an active and contributing member of the team and the Foundation, respond to external investment and field inquiries, and participate in impact investing industry forums

Contribute positively to the team and establish effective working relationships with all including Foundation staff, consultants, borrowers/investees, and constituencies in the impact investing field

Assist as needed with logistics of meetings, events, and conference calls

Handle special projects as assigned

Qualifications

Experience or familiarity with the operational aspects of managing a lending, investment, or other financing program, whether it be in the nonprofit or the private sector

Familiarity with loan/investment terms, agreements, and transactions is a must

Previous experience processing loan and investment documents and associated agreements is preferred

Interest in the impact investing field, and/or in the Foundation's program areas a plus

Aptitude for quantitative analysis, spreadsheets, and financing concepts

Detail-oriented and accurate with excellent judgment skills, strong organizational and project management skills, including the demonstrated ability to prioritize and handle multiple tasks independently and flexibly, and to anticipate and produce information needed by others as situations develop and priorities change

Direct experience managing and/or developing database/information tracking systems for financing programs a plus

Excellent technical skills (database management, Excel, Word, and SharePoint) and an aptitude and willingness to learn new software and database skills

Demonstrated ability to work well with others in a professional, courteous, culturally sensitive, and tactful manner, including a positive attitude to work with humor and grace under pressure

Effective written and oral communications skills

Able to work overtime occasionally when needed

Physical Requirements

Candidate must have the ability to communicate via voice telephone, read and understand written communication, and generate written communication manually and using a computer. Candidate must also be able to work at a desk for long periods of time (2-3 hours), lift and move documents and supplies (not to exceed 25 lbs.), and bend to file or retrieve documents.

Education and Experience

BA degree preferred or equivalent education and relevant work experience and a minimum of 5 years of direct work experience in

the operation of a financing program (either nonprofit or private sector).

Compensation

The Foundation offers an excellent benefits package and a salary that is commensurate with related work experience. This position is full-time, nonexempt, and located in downtown Los Altos, CA.

How to Apply

Please send an email referring to job number **16-06-2000** in the subject line with a cover letter explaining your interest in this position and how your skills and work experience fit the position and a one page resume to **jobs@packard.org**.

No phone inquiries, please.

The David and Lucile Packard Foundation is an equal opportunity employer and welcomes a diverse candidate pool.

The Foundation uses an outside firm to check the accuracy of information supplied by applicants.

Principal applicants only.

David and Lucile Packard Foundation

SUBJECTS: **PHILANTHROPY / VOLUNTARISM**

JOB TYPE: **FINANCE**

LOCATION: **CALIFORNIA**