**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Chief Investment Officer</th>
<th>STATUS:</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Sr. VP and Chief Financial &amp; Administrative Officer</td>
<td>HOURS:</td>
<td>Full Time</td>
</tr>
<tr>
<td>DATE:</td>
<td>June 2021</td>
<td>DEPT:</td>
<td>Investments</td>
</tr>
</tbody>
</table>

**Vision**
To build thriving communities for all

**Mission**
CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

**Values**
Enhancing the experience and impact of giving through:
1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

Communities Foundation of Texas is focused on enhancing the experience and impact of giving for individuals, families, companies, foundations and nonprofits by offering charitable tools like donor-advised funds, scholarships, North Texas Giving Day and more. Our strategic plan includes 1) growing giving in our region, 2) catalyzing change in critically important areas such as education, medical and scientific research and public safety and 3) strengthening the local philanthropic sector of donors and nonprofits. CFT programs include Educate Texas, Working Families Success Network, and other key initiatives. Since 1953, CFT has granted $2.2 billion to support nonprofits in our region, across the nation and the world. Learn more at [www.CFTexas.org](http://www.CFTexas.org) and through this [overview video](#).

**Summary**
The Chief Investment Officer is responsible for developing and implementing investment policies and processes, managing the performance of the foundation’s investments, and developing strong relationships with investment managers, consultants, financial custodians, trustees, and donors.

**Key Responsibilities**
- Responsible for asset allocation recommendations to the investment committee and implement all asset allocation changes approved by the committee (investible assets ~ $1.2 billion)
- Responsible for investment manager, investment consultant and investment custodian recommendations to the investment committee
- Responsible for developing agenda, preparing presentation document and presenting information to the investment committee
- Serve as primary liaison to the investment committee of the Board of Trustees
• Serve as primary contact for investment management operations, treasury management operations, third party investment advisors and external investment consultants
• Key liaison for the Impact Investing Taskforce of the Board of Directors, including responsibility for aligning investments with CFT values and ensuring engagement with investment firms committed to increased roles for women and BIPOC
• Maintain strong relationship with and oversight of financial custodian
• Responsible for developing and maintaining policies and procedures for effective investment strategies consistent with foundation objectives
• Responsible for monitoring and reporting the performance of the foundation’s financial investment portfolio
• Assist in the completion of request for proposals (RFP) for prospective fund holders
• Serve as primary contact to the foundation’s real estate property manager regarding improving financial performance, sale of property (if appropriate) and tenant leases
• Responsible for ensuring appropriate controls to oversee the CFT funds, from initial receipt through final granting
• Interface with accounting and external auditors to provide required information
• Manage non-cash assets, including initial due diligence for the process of accepting and receiving approved assets and their subsequent administration and monetization
• Communicate with donors regarding inquiries related to asset allocation, investment performance and the transfer of assets
• Prepare reports, analysis and presentations for donors, trustees, and staff
• Member of the 401k Committee and responsible for recommending funds, monitoring performance and recommending changes when necessary
• Represent the foundation at external events with donors, non-profit organizations and the community
• Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the organization

Qualifications
• Bachelor’s degree in finance or related field required
• Advanced degree in business or finance and/or advanced financial services professional certification a plus
• Minimum of 10 years financial/investment management experience
• Proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint)
• Experience working with Bloomberg Terminal
• Experience working with sophisticated donors and advisors preferred
• Non-profit or customer oriented background preferred

Skills & Requirements
• A successful track record of funds management/administration
• Broad knowledge of financial investments
• Apparent credibility and integrity
• Outstanding analytical abilities and attention to detail
• Effectively build relationships with management, peers and other organization executives
• Adept in developing and maintaining strong relationships with donors, trustees and other stakeholders
• A high degree of professionalism, business judgment, tact and diplomacy
• Excellent problem-solving skills
• Ability to work effectively and collaboratively with appropriate external consultants and money managers
• Demonstrated ability to excel both independently and as a team member/leader in a lively, collaborative environment
• Excellent written and verbal communications skills, with a demonstrated ability to make difficult concepts easy to understand
• Valid state issued driver’s license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

CFT’s future success is premised upon delivering exemplary service, demonstrating accountability, and producing meaningful results. By expanding its community knowledge, committing itself to high-quality service, and focusing its discretionary grantmaking, the foundation can actively engage with donors and nonprofit organizations in new ways. The result will be empowered charitable giving and energized philanthropy that contribute exponentially to a stronger community.

If interested, please send your cover letter, resume and salary requirements to:
careers@cftexas.org