AUBURN
Human Resources

Dir, Endowment Investment Office

Job Description

JOB INFORMATION

Job Code	KD01
Job Description Title	Dir, Endowment Investment Office
Pay Grade	FO15
Range Minimum	$109,260
33rd %	$142,030
Range Midpoint	$158,420
67th %	$174,810
Range Maximum	$207,590
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/31/2023

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

The Director, Endowment Investment Office is responsible for leading the investment strategy implementation and financial operations of Auburn's Endowment, including all aspects of investment operations across multiple global asset classes. Auburn's Endowment invests on behalf of Auburn University and its institutionally-related entities - Auburn University Foundation, Tigers Unlimited Foundation, and Auburn Alumni Association.

RESPONSIBILITIES

- Ensures the smooth functioning of cash movement, performance reporting, risk management, financial operations, vendor management, and administration of data and systems; communicating across a spectrum of stakeholders including the University's upper administration, financial cohorts, peer institutions, philanthropic donors, investment managers, and vendor relationships.
- Accomplishes the investment policy objectives of the Auburn University Foundation (AUF) Investment Committee by leading the implementation and management of the Endowment, ensuring operational efficiencies and Endowment management best practices are established.
- Oversees the management of the Endowment's investment portfolio by implementing asset allocation and manager selection decisions, completing investment due diligence, and monitoring risk management strategies.
- Contributes substantial support to the AUF Investment Committee and its Private Capital Subcommittee by providing insights, analysis, reporting, and recommendations.
- Collaborates with various key stakeholders, including University administrators, investment committees, donors, and other interested parties, regarding inquiries related to the University's endowment fund, promoting the impact of the endowment on the University's financial health and the ways in which it supports the institution's mission, programs, and initiatives.
- Fosters strong relationships with the Endowment's custodian bank, investment consultant, investment managers, software providers, and other vendor relationships ensuring effective communication and collaboration so that Auburn's standard for deliverables are met.
- Reviews portfolio performance to include analysis of investment performance, asset allocation, risk exposures, performance attribution, liquidity, and cash flow. Identifies and monitors key portfolio exposures by asset class, geographies, sectors, etc.
- Leads and manages a team of investment professionals by providing guidance, mentorship, budget, and performance evaluations.
- Ensures smooth and efficient operational processes related to the Endowment investment program, including trade execution, cash flow management, and reconciliation of investment data. Establishes best-in-class processes and internal controls to ensure the integrity of the financial data and to support investment team functions.

RESPONSIBILITIES

- Completes investment fund documents, such as subscriptions, redemptions, and other forms, when establishing binding investment commitment obligations with external investment managers on behalf of Auburn's endowment.
- Maintains the authority to transact business on behalf of Auburn University, Auburn University Foundation, and Tigers Unlimited Foundation to establish financial and investment accounts.
- Serves as direct liaison between the Investment Office, the AU Office of Financial Reporting, and the AUF Office of Advancement Finance to ensure accurate financial reporting for the University and Foundation. Assists in the annual financial audit of the University, Auburn University Foundation, Tigers Unlimited Foundation, and Auburn Alumni Association.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting, Finance, or related discipline required. Master's Degree preferred.	and	8 years of	Experience in managing investments in traditional and alternative strategies is required. A background in accounting or strong familiarity with fund administration and account valuation for alternative investment products and/or working in an endowment or foundation investment operations team is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong working knowledge of portfolio management, global markets, investment strategies including alternative investments, and investment operations.	
An understanding of the Uniform Prudent Management of Institutional Funds Act (UPMIFA), FASB not-for-profit accounting principles, GASB governmental accounting standards, and IRS regulations applicable to charitable organizations.	
Knowledge of internal controls and ability to develop and maintain policies and procedures.	
Must demonstrate strong interpersonal and verbal communication skills, with the ability to communicate broadly across the University and to develop and maintain effective relationships with a wide range of constituencies.	
Should possess strong analytical, problem-solving, critical thinking and research abilities with an attention to detail. Needs strong computer skills including a strong command of software applications including Excel and PowerPoint.	
Must have a high standard of professional ethics and integrity, as well as a passion for supporting the mission of Auburn University.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)			Desired	Or
Chartered Financial Analyst (CFA)			Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			Up to 25 pounds
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.