
Auburn University Job Description

Job Title: **Dir, Endowment Investment Off** Grade FO15 \$98,300 - \$186,800
Job Code: **KD01**
FLSA status: Exempt
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.

Essential Functions

1. 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.
 2. 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.
 3. 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.
 4. Contributes substantial support to the AUF Investment Committee and its Private Capital Subcommittee by providing insights, analysis, reporting, and recommendations.
 5. 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.
 6. 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.
 7. 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.
 8. Leads and manages a team of investment professionals by providing guidance, mentorship, budget, and performance evaluations.
 9. 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.
 10. 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.
 11. Maintains the authority to transact business on behalf of Auburn University, Auburn University Foundation, and Tigers Unlimited Foundation to establish financial and investment accounts.
 12. 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
-

Auburn University Job Description

and Foundation. Assists in the annual financial audit of the University, Auburn University Foundation, Tigers Unlimited Foundation, and Auburn Alumni Association.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Accounting, Finance, or related discipline required; Master's Degree preferred.
Experience (yrs.)	8	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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None Required. Certified Public Accountant (CPA) or Chartered Financial Analyst (CFA) preferred.

Pre-Employment Screening Requirements

None Required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, climbing, or balancing.

Auburn University Job Description

stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Vision Requirements: Ability to see information in print and/or electronically.

Date: 12/31/2023
