

JOB INFORMATION

Job Code	KD04
Job Description Title	Asst Dir, Endowment Investment Office
Pay Grade	FO12
Range Minimum	\$70,830
33rd %	\$89,720
Range Midpoint	\$99,160
67th %	\$108,600
Range Maximum	\$127,490
Exemption Status	Exempt
Approved Date:	9/23/2024 5:20:17 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Asst Dir, Endowment Investment Office, provides direct assistance to the Dir, Endowment Investment Office. This position will assist the Director in managing the endowment operations for the University's Endowment, which invests for the University and its affiliated entities: AU Foundation, Tiger's Unlimited Foundation, and the Alumni Association.

RESPONSIBILITIES

- Supports the Director, Endowment Investment Office, and the duties of that position. Serves as Assistant Treasurer on the Foundation Board of Directors and has the authority to transact business and sign subscription contracts on behalf of the university and foundations.
- Supports Office of Advancement's front line fundraisers and their external philanthropic donor relationships and donor reporting. Serves as a point of contact for stakeholders regarding questions and inquiries related to the endowment fund. Provides direction, training, and support to university and foundation units on endowment and endowed fund management processes.
- Validates endowed fund values, investment unit price, and distribution data for financial reporting and in support of related university strategic projects and initiatives. Calculates and tests the university and foundation endowment distributions and management fees and prepares transfer of endowed funds payout to expendable accounts. Purchases and sells monthly endowment pool shares based on gifts received or distributions made. Ensures compliance with relevant financial regulations, investment guidelines, and university policies.
- Oversees external investment brokerage account relationship and facilitates the receipt and liquidation of donor stock gifts. Approves the wire transfer of funds from the brokerage account to the foundation or university and provides the needed documentation to appropriately record the gift to credit the donor and their requested purpose. Serves as the liaison between broker, front line fundraisers, and gift processors.
- Collaborates with the university's Office of Donor Relations to produce the annual endowment donor reports, as well as provides external reports to donors/entities on a quarterly (or as needed) basis.
- Researches and makes recommendations for endowment best practices, endowed fund agreement stewardship, records management.
- Reviews and approves endowment agreements in the routing process and requests for establishment of endowed and annual funds, and manages the document database for endowment agreements and correspondence.
- Serves as a liaison between outside trust administrator and the Planned Giving Office to review and monitor trusts and gift annuities trustee by the university and the university's Foundation. Reviews quarterly investment performance and calculates/posts fair market value and liability adjustments to the general ledger.

RESPONSIBILITIES

- Prepares, updates, and maintains relevant endowment reports and investment worksheets for the monthly and year-end closes, including collaboration with external auditors to facilitate the financial audits and to ensure accurate endowment reporting information in the financial statements for the University and its Foundation.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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	
Master's Degree	Accounting, Finance, or related discipline required. Master's Degree is preferred.	and	6 years of	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.	Or
Bachelor's Degree	Accounting, Finance, or related discipline required.	and	8 years of	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), and endowment management best practices.	
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 relevant financial regulations, compliance, and reporting requirements.	
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, to develop and maintain effective relationships with a wide range of constituencies, and to convey complex financial concepts to non-financial stakeholders.	
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	

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			50 lbs
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.