



Director of Impact and Project Investment

JOB DESCRIPTION

August 2021

Job Title:	Director of Impact and Project Investment
Location:	Bayside, or Crescent City CA (with remote work if required)
Reports to:	Matrixed role: Primary to VP of Strategy, Program, and Community Solutions Secondary to CEO and VP of Advancement and Philanthropic Innovation
Team:	Executive, Culture and Public Policy
Time Commitment:	Full time M-F, including occasional weekend and evenings as needed. Flexible schedule considered.
Status:	Regular Exempt
Level:	Director
Compensation:	\$92,000-\$102,500 depending on experience, plus health benefits, retirement benefits, paid holidays and sick time

About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others— focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities' ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: *Racial Equity*, a *Just Economy*, *Thriving Families and Youth*, and *Healthy Ecosystems and Environments*. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

Job Description Summary

In this role, you will develop and manage hybrid funding (grants, debt, guarantees) projects, working together with other mission, program, and project investors as well as public and philanthropic grantmakers to leverage different investment streams. As someone who is fluent in the principles of impact investing, you will guide the foundation to its best use of investment capital in the community, while mobilizing others to collaborate. Finally, you will help HAF further enliven our values around equity and a just economy by balancing social outcomes with long-term financial return.

In this position, you will sit at a strategic intersection within our organization. Your primary team will be the Strategy, Program and Community Solutions team, which is in service to our region and the diversity of its many communities. Its aim is to empower people, organizations, institutions, and businesses to achieve healthy, equitable, and just outcomes to help our region thrive. The team braids all of our organizational resources—from grantmaking to investing to technical assistance—to ensure the greatest impact toward our goals. While supporting that team’s mission, you will also dually report to the CEO and Advancement and Philanthropic Innovation (API) Team. The API team was established to support the organization’s partnerships, fund and donor development, and encourage generosity and best practices in the field. The team strives to create meaningful relationships with individuals and charitable organizations to amplify our region’s resources to achieve its goals. This position partners with, and is supported by, our Finance and Administration team with experience in infrastructure projects and an eagerness to think outside of the box.

Opportunity Creation, Evaluation, and Investment Structuring

As HAF’s subject matter expert on aligning capital with values, you will create and identify opportunities for project and impact investment that align with foundation goals, promote regional innovation and social entrepreneurship, and generate impact capital for the region. You’ll have the opportunity to develop a range of mechanisms for investment at every level, from micro-investment to pooled guarantees to leverage federal programs. Meanwhile, you will structure lending and investment packages, while vetting assessment and evaluation criteria such as financial risk, return, social impact, and mission impact.

HAF will look to you for innovative ideas to create and experiment with financing tools and different loan opportunity scales, from micro-loans to guarantees to large-scale Program and Mission-Related finance. You’ll develop programs, document models, evaluate investment outcomes, and share lessons learned.

In this role you will collaborate with a wide variety of partners. You will collaborate with external partners, staff, and board leadership to develop investment opportunities and lending options for projects that meet the Foundation’s goals and values. Meanwhile, you will work closely with internal teams to blend resources needed for successful project funding and finance – such as grants for pre-development grant stages, technical assistance for loan and business readiness, and policy and advocacy for waivers or governmental assistance. Further you will also identify opportunities to braid public, private, and philanthropic efforts and investments for major, region-wide efforts that require complex financing structures and partnerships. You will also have a deep commitment to racial equity and a just economy, including an ability to bring or build relationships with Tribal Nations and their project finance organizations (housing authorities, EDCs, etc.), as well as other tribal economic and financing and funding

entities. Similarly, you will bring or build relationships with businesses and leadership organizations supporting communities of color to identify and cultivate investment opportunities.

Partner and Funding Generation and Management

As a highly relational finance professional, you will develop and manage relationships in service to HAF's strategy for blended funding and financing for large initiatives aligned with our goals and values. Key relationships include local co-investors such as local CDCs, CDFIs, foundations, and donor lenders, as well as state and national co-investors, impact investing funds, major philanthropy, and wealth funds. HAF will look to you to inspire and coach partners toward impact and mission outcomes alongside financial return.

Your understanding of public sector opportunities for government grants will be key to supporting our impact investing agenda. In this role, you will seek, manage, and partner with collaborators on all aspects of county, state, and federal funding.

Meanwhile, you will oversee the loan portfolio: managing loans and reporting on performance and impact. While monitoring challenges and supporting solutions, you will work closely with any of our partners who conduct loan maintenance to manage risk and maintain progress.

Socially Responsible Investing Guidance and Leadership

As HAF grows in its maturity related to impact portfolios, you will be a key advisor to our CEO, Board of Directors, and staff around Socially Responsible Investing as well as Program and Mission Investing best practices. HAF will rely on your advice and guidance on socially responsible endowment investments including recommending portfolio changes, collaborating with investment firm(s), monitoring risks and opportunities, and sharing insights with donors.

Regionally, you will collaborate in working groups and provide thoughtful leadership, counsel, and technical support to assist the region in project financing and investment with a focus on our goals.

Your North Star is to elevate our impact investment work as a model of how a Community Foundation can assist in large scale positive change in rural regions in partnership with Native American Nations. You will partner closely with Marketing team around storytelling to help influence the field, while also working closely with Advancement and Philanthropic Innovation to engage in philanthropic networks and co-learning.

Foundation Leadership & Collaboration

In this position you will have a cross-functional leadership role within the organization and be skillful at translating complex finance and investment concepts into practical terms and guidance. You will attend internal HAF meetings as appropriate, staff related board committees, and actively participate in staff-development, trainings, and leadership team activities. You will be a life-long learner and mentor, committed to improving racial equity and empowering the vulnerable through investment and finance systems change. Meanwhile, you will regularly communicate to board and staff as required regarding operations, successes, and challenges.

Planning and decision making within HAF will greatly benefit from your perspective, particularly on strategic direction, partnership opportunities, key interventions, and leveraged investments (e.g., improving grantmaking, technical assistance for impact investments). Your coordination of the impact investment program with other foundation programs will be invaluable.

Essential Functions

Opportunity Creation, Evaluation, and Investment Structuring

- Create and Identify opportunities for project and impact investment that align with foundation goals; promote regional innovation and social entrepreneurship; and generate impact capital for the region.
- Develop a range of mechanisms for investment at every level from micro-investment to pooled guarantees to leverage federal programs.
- Structure lending and investment packages, vet assessment and evaluation criteria such as financial risk, return, social impact, mission impact. Advise various partners, staff and board leadership on options.
- Collaborate with internal teams to blend resources needed for successful project funding and finance including grants for pre-development grant stages, technical assistance for loan and business readiness, and policy and advocacy for waivers or governmental assistance.
- Create and experiment with innovative financing tools and different loan opportunity scales from micro-loans to guarantees to large-scale PRI finance. Develop programs, capture and document models, share and codify lessons learned.
- Identify opportunities to maximize public, private, philanthropic efforts and investments where projects need impact investment to improve outcomes.
- Build relationships with Tribal Nations and their project finance organizations (housing authorities, EDCs, etc.). Build relationships with other tribal economic and financing and funding entities.
- Build relationships with businesses and leadership organizations supporting communities of color to identify and cultivate investment opportunities.

Partner and Funding Generation and Management

- Develop and manage relationships with local co-investors including local CDCs, CDFIs, foundations, and donor lenders. Inspire and coach toward impact and mission outcomes alongside financial return.
- Develop and co-manage relationships with state and national co-investors, impact investing funds, major philanthropy and wealth funds.
- Develop public sector opportunities for governmental grants that support our impact investing agenda. Seek, manage, and partner with other collaborators on county, state and federal funding strategies, implementation, management and monitoring.
- Establish and implement a strategy for blended funding and financing for large initiatives aligned with the Foundation's goals and values.
- Manage loan and oversee outstanding loan portfolio and report on performance and impact. Monitor challenges and support solutions. Work with closely with any of our partners who conduct loan maintenance to manage risk and maintain progress.

Socially Responsible Investing Guidance and Leadership

- Advise and share best practices about SRI/PRI/MRIs to our CEO, Board of Directors, and staff for internal growth and innovation.

- Collaborate in regional working groups and provide thought leadership, counsel and technical support to assist the region in project financing and investment with a focus on our goals.
- Elevate our impact investing work as a model for rural and Native American regions. Work with marketing and communications around storytelling and helping influence the field.
- Work closely with Advancement and Philanthropic Innovation to engage in philanthropic networks and co-learning.
- Advise and Guide on socially responsible endowment investments including recommending portfolio changes, collaboration with investment firm, monitoring risks and opportunities; sharing insights with donors.

Foundation Leadership & Collaboration

- Attend internal HAF meetings as appropriate, including board committee, all-staff, leadership team, and team meetings
- Provide perspective into planning and decision making of HAF as appropriate, particularly on strategic direction, partnership opportunities, key interventions, and leveraged investments (eg improving grantmaking, technical assistance for impact investments)
- Coordinate impact investment program with other foundation programs
- Communicate to board and staff as required regarding operations, successes and challenges

Knowledge, Abilities, and Skills

- Deep commitment and skill in operationalizing racial equity and justice, and a value set that prioritizes personal learning and growth in this area.
- Strong proven experience in public policy, public finance, and public infrastructure with the ability to structure complicated loan funding and financing programs
- Strong understanding of financial markets and market investment principles
- Strong ability to create, manage and measure complex projects and programs
- Good knowledge of endowments and the structures of philanthropic resources
- Robust knowledge of the practice of impact and social investing
- Great capacity to translate social impact values to partners and to inspire partnerships and cooperation
- Robust analytical, diligence and risk assessment skills
- A great degree of emotional intelligence, collegial working style, and a spirit of servant and adaptive leadership
- Technical and software collaboration skills including (but not limited to) proficiency executing intermediate functions with the Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Joy in learning alongside communities, thinking out of the box, and prototyping solutions in deep relationship with our neighbors

Minimum Qualifications

- 8-10 years cumulative experience demonstrating significant experience and leadership in:
 - Impact investing and innovative finance, socially responsible project finance and blended funding
 - Generating funding and financing partnerships with complex, values-based projects
 - Organizational management and leadership in a mission-driven organization

Preferred Qualifications

- Experience working within and across different sectors of government/public policy, sovereign Native Nations, philanthropy/nonprofits, and industry/business.
- Applied experience and demonstrated passion in one or more of the foundation’s goals and skills to translate into investment and project finance strategies: a Just Economy; Thriving Families and Youth; Healthy Ecosystems and Environments and Racial Equity
- Experience mentoring staff and partners, excitement for capacity and skill building of others
- Experience working with different interest groups related to the foundation’s goals and context (environmental/land use/resources; justice/racial equity; rural development)
- Experience working in philanthropy with relationships with peer impact investors
- Experience creating and evaluating new programs
- Applicable bilingual proficiency, including California Indigenous languages
- Sense of humor and perspective in the face of challenges

Physical & Mental and Travel Requirements of Job

- Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery.
- All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.
- Must possess a current valid California driver’s license and ability to be covered under HAF’s auto insurance in order to work with community and attend events.
- Will be expected to travel nationally via airplane for conferences and events periodically.

Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and create a working environment that is welcoming to all will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee’s Signature

Supervisor’s Signature

Date: _____

Date: _____