

Vacancy: Director of Endowment Operations

Reports to: CIO

Team: Endowment

Salary: £125-140,000 plus benefits

Overview:

The Director of Endowment Operations role will support the delivery of the objectives of the Endowment team and offers a unique opportunity for an experienced investment professional with vision and ambition. The Guy's and St Thomas' Foundation manages a c. £1bn Endowment under an innovative dual mandate seeking to deliver financial returns and a wider set of objectives (health, societal, environmental) that align with the charity's mission and values.

This role will support the CIO, managing internal and external stakeholders and advisors and in particular play a pivotal role in the delivery of the workstreams related to the global, multi-asset class portfolio (c. 60% of the portfolio) and related engagement and stewardship activities.

About us

At Guy's & St Thomas' Foundation, our mission is clear – to build the foundations of a healthier society.

As part of our team, you will work alongside talented people from a mix of personal and professional backgrounds. We are a Living Wage employer and support flexible working, part-time roles and job shares. Though our ambitions are serious, this is a friendly place to work with lots of opportunities to meet and socialise with colleagues. We believe there is immense power in diversity and aim to recruit and nurture talent who think and act differently.

There is more information about [working with us](#) on our website, where you can read about:

- how we approach recruitment
- our team, culture and values
- the benefits of working with us
- and our approach to diversity, equity & inclusion, health & wellbeing, and learning & development

Job description

The opportunity	
Job title:	Director of Endowment Operations
Salary:	£125,000-140,000 plus benefits
Contract type:	Permanent
Closing date:	Friday 21 st March
Interview dates:	TBC
Reporting to:	Chief Investment Officer
The team:	Endowment Team
	<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Support the CIO in every aspect of managing the Endowment - investment portfolio and team. • Specifically: play a leading role in managing the efficient delivery of Investment team workstreams (securities) that have been agreed with the CIO (and Investment/Funds Committees). • Play a central role in the development and implementation of the Foundation's Dual Mandate. Specific focus: Engagement workstreams - support the framing of fund manager interactions and objectives as well as setting priorities for corporate engagement objectives. Reporting - Dual Mandate. Lead on the delivery / articulation of (securities portfolio) KPI's that can be robustly (economically/efficiently) supported with data and analysis. Lead the reporting workstream [working with Aon and wider team] and ensure the timely delivery of investment reports (financial and dual mandate). • Take responsibility for tracking and managing internal management information (objectives, KPI's, budget). • Take the lead on planning Committee agenda items and preparation of papers. • Support the learning and development of the investment team (securities).

- Work closely and play a significant role with regards to both internal and external stakeholders: wider Foundation team, Investment Committee, Funds Committee, Trustee Board and external advisors.

Person Specification

Skills, abilities, and attributes:

- Essential – enjoys working with others as part of a team and a commitment to using your individual strengths to support the delivery of the team’s objectives.
- A culture carrier: respectful, inclusive, open to sharing time, information, and expertise.
- Excellent analytical and organisational skills. Able to demonstrate attention to detail, and effective prioritization of tasks.
- Excellent financial modelling and quantitative skills.
- Adept in identifying and mitigating the strategic and operational risks relevant to the management of the Foundation’s investment portfolio.
- You must feel comfortable and confident in your ability to build relationships with external advisors and in collaborating and communicating with other various stakeholders.
- Dedicated, focussed mindset. Able to take the initiative and solve problems. Demonstrate energy and excitement when dealing with uncertainty and complexity and a commitment to take ownership to drive work to completion.
- Personally, and professionally, committed to the Foundation’s mission and values and Genuine interest in researching, reading and developing networks stay apprised about the state of the global economy and financial markets, responsible and sustainable investment, and general current events.

Knowledge, experience, and qualifications:

- Professional experience as an investor [10 years+], a robust understanding of investment operations and managing delivery of key investment processes and outcomes, performance reports, risk evaluation and management.
- Experienced leader, and demonstrable track record in leading relationships with external advisors and high-level stakeholder management.

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| | <ul style="list-style-type: none">• Essential: solid understanding of the securities/fund industry, investment concepts and strategies, financial markets, investment products, and regulatory frameworks.• Impact/Social investment experience essential. A good understanding of stewardship/engagement tools and approaches. |
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How to apply

Thanks for your interest in working with us.

We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact jobs@gsttcharity.org.uk