



## POSITION DESCRIPTION

### I. IDENTIFYING INFORMATION

Position Title: Admin Assistant of Investments – Part Time  
Approximately 15- 20 Hours/Week

Supervisor’s Position Title: Director of Professional Outreach & Investments

Date: August 2018

### II. POSITION SUMMARY

The Administrative Assistant of Investments works closely with the Director of Professional Outreach & Investments in all areas of the Foundation’s investment assets, Investment Committee meetings, investment pool structures and asset management relationships. Maintaining updated information, support materials and keeping detailed records as it relates to investment positions, policies and procedures, and committee meetings are the core focus.

The position is primarily responsible for day to day clerical support as it relates to all activities of the investment area and can provide additional backup in both Development and Finance.

### III. POSITION CONTENT

#### A. MAJOR POSITION RESPONSIBILITIES

	%
Provide technical and clerical support to the investment area and Investment Officer	70%
Cross trained with Finance and Development teams for back-up duties	20%
Assist in data/marketing projects as needed for Professional Advisor Outreach	10%

#### B. MAJOR DUTIES AND RESPONSIBILITIES

- Provide clerical support for Investment Officer for all on-boarding of new investments: subscription agreements and new docs, establishing key contacts from new manager in system, confirming proper format of new managers with consultant, custodian, and finance team.
- Maintains updated contacts of investment manager key personnel and new manager user logon’s and passwords for all investment management firms in all pools. This includes the ability to

retrieve, organize, and retain regular documents, statements and filings from all managers for file retention and audit support.

- Works with Investment Committee Chair and Investment Officer to prepare both committee and Board reports and capable of taking and preparing minutes at quarterly Investment Committee meetings and Board reports.
- Able to format and use US Bank's Pivot system to build and extract reports. Works with Finance and Investment Officer to assist in cash management of all pools including quarterly pool receipts & withdrawals reports, quarterly PowerPoint chart for board reports.
- Provides clerical support for all additional investments with managers and consultants and/or spreadsheet support as it relates to re-balancing pools or investment committee presentations.
- Assists in maintaining and checking the current list of excluded and screened securities.
- Assist with the sale and reconciliation of gifted donor securities.
- Provides data entry and marketing assistance to Development efforts as it relates to Professional Advisor Outreach and Institutional relationships.
- Support the Foundation staff, as needed, regarding relationships with donors, Archdiocesan parishes, schools, agencies and the community the Foundation serves.
- Other projects and duties, including providing backup for other team members as needed.

#### C. EDUCATION, SKILLS, KNOWLEDGE &/OR ABILITIES

- Bachelor's Degree.
- 2 year's minimum experience in investments, finance, or similar role (nonprofit or foundation experience a plus).
- Good judgment with an aptitude to work with people, set priorities, analyze data, prepare conclusions, and handle multiple assignments with tight deadlines.
- A commitment to the mission of the Catholic Community Foundation.
- Demonstrated expertise in practical use of and leadership in technology and the ability to use such tools to inform and educate staff on matters related to Investments.
- Exceptional interpersonal leadership, supervisory, and organizational skills.
- Excellent oral and written communication skills to effectively engage staff, volunteers, donors, and stakeholders in the Finance and Investment functions vital to the success of the Foundation.
- Excellent Microsoft Excel skills and strong general Microsoft Office skills.
- Institutional investment experience a plus.

## To Apply

Please send a cover letter and resume to the attention of Mike Ricci, Director of Professional Outreach and Investments, [riccim@ccf-mn.org](mailto:riccim@ccf-mn.org) or Catholic Community Foundation, 2610 University Ave West, Suite 500, St. Paul, MN 55114. No phone calls please.

The Catholic Community Foundation is an equal opportunity employer.