

## The Crane Institute of Sustainability *Intentional Endowments Network*

### **Title: Managing Director**

**Salary range:** \$90,000-110,000

### **Job Description:**

The Managing Director is a senior member of the executive team for the Crane Institute of Sustainability, and its flagship initiative, the **Intentional Endowments Network (IEN)**.

The ideal candidate will be a strategic partner with the Executive Director, sharing responsibilities for vision setting and strategic planning, developing and implementing new programs, fundraising, membership, strategic partnerships, and managing and developing the team. The Managing Director will report to the ED and also work directly with the Crane's Board of Directors and IEN's Steering Committee, and will manage 2-4 people. The role includes representing Crane and IEN through speaking engagements, media, and thought leadership. The position calls for a creative, entrepreneurial spirit and someone who is adaptive and collaborative to help lead our small but highly effective team.

Crane defines sustainability in a holistic way, centered on advancing equity and ensuring all people's capacity to meet their needs and lead fulfilling lives are not undermined. The events of 2020 have sharpened our understanding of how current and historic social structures perpetuate inequality, and drive ecological breakdown. The ideal candidate will bring a solutions-oriented, systems-thinking perspective to lead transformational change to create an equitable, low-carbon, and regenerative economy.

### **Qualifications**

The ideal candidate will have a specific set of skills, interests, and experience to drive work in the following areas:

- Leading change on society's major challenges
  - Diversity, equity and inclusion, and racial justice
  - Climate justice
  - Holistic understanding of sustainability
- Sustainable investing / Endowment management / Higher education leadership
  - Comfort engaging and working with senior decision makers in higher education (Trustees, Presidents, CFOs, CIOs, and investment professionals)
  - Sustainable investing experience and expertise
- Social profit (i.e., nonprofit) management

- Team management
- Fundraising
- Operations & business management, budgeting
- Network management
  - Relationship management - securing new members, stewardship of current members
  - Speaking, writing, presenting to diverse audiences
- 10+ years experience working in related fields or areas with transferable skills
- US work authorization required
- A positive, collaborative, team-oriented attitude; Ability to thrive in a dynamic, fast-changing, and challenging environment; Adaptive and comfortable with uncertainty

## Responsibilities:

Responsibilities may vary depending on the candidate's skills, experience and interest areas; they may include:

- **Organizational Leadership**
  - **Strategic planning**
    - Working with the Executive Director and Board to develop new initiatives and activities to ensure mission fulfillment
    - Supporting and enhancing IEN's strategic focus areas on inequality and climate change, particularly around racial equity investing and net zero portfolios, and supporting endowments and the investment industry in driving solutions at the intersection of these areas
    - Ensure a strong business model with diverse and dependable revenue sources for programmatic activities
  - **Operations and Team Management**
    - Manage and support team members, including regular check-ins, professional development, etc.
    - Assist with recruiting talent and hiring processes
- **Development**
  - **Fundraising**
    - Identify foundations, firms, individuals and other funders that align with Crane / IEN priorities
    - Initiate and steward relationships with funders through direct outreach, networking
    - Provide oversight and contribute to grant writing and reporting
  - **Membership engagement**

- Recruiting new members into the Network (including asset owners, managers, consultants, OCIOs, and nonprofit partners)
  - Stewarding member engagement to ensure high-value experience for all members
- **Programmatic Leadership**
  - **Managing and supporting IEN working groups and initiatives, such as:**
    - Racial Equity Investing, Gender Lens Investing, general DEI
    - Net Zero Portfolios
    - Sustainable Investing in Retirement Plans
    - Shareholder Engagement
  - **Presentations and thought leadership**
    - Speaking at IEN and other industry conferences and webinars
    - Writing articles, Op-Eds, briefing papers and larger reports (often in consultation with IEN members)
    - Presenting to and working with investment committees, endowment office staff
  - **Endowment advisory services**
    - Presenting to and working with investment committees on ESG investing
    - Leading or overseeing longer-term advisory projects with individual endowment clients
  - **Event design and facilitation**
    - Working with the team to design event programming, secure speakers, prepare panels, facilitate sessions, etc.

## **Compensation & Organizational Culture:**

The salary range for this role is \$90,000-\$110,000 commensurate with experience. Crane offers competitive health benefits and disability insurance, generous vacation and time-off policies, and a 403b plan (though with no matching at this time).

This is a remote position. Our team currently works remotely from home with most of the team lives in Massachusetts and one staff member in Seattle. Once it is safe to do so, we will resume regular (~monthly) in-person team meetings, and potentially a return to flexible co-working space.

Our team is highly motivated, effective, and strategic; and we put great value on our personal health and well-being. We work 40-hour weeks, generally 9am-5pm, but with flexibility to adjust working hours to fit your needs. We aim to foster a culture of openness, collaboration, respect, and generosity. We are team players who support each other as we work together and with a broad range of members and partners to advance positive change for an equitable, low-carbon, and regenerative economy.

## Process for Applying:

Send a cover letter and resume to Georges Dyer at [georges@intentionalendowments.org](mailto:georges@intentionalendowments.org). This position will remain open until filled; the ideal candidate will be invited to start immediately. Our ideal timeline is to hire for this role in April or May 2021.

### **About IEN**

The Intentional Endowments Network is a non-profit, peer-learning network advancing intentionally designed endowments – those that seek to enhance financial performance by making investments that advance an equitable, low carbon, and regenerative economy. Working closely with leading organizations, the network engages leaders and key stakeholders from higher education, foundations, business, and nonprofits. It provides opportunities for learning and education, peer networking, convening, thought leadership and information exchange around a variety of strategies (e.g., ESG integration, impact investing, and shareholder engagement).

There are currently over 175 members of IEN, including college and university endowments, foundations, and other asset owners; leading investment consulting, Outsourced CIO, and asset management firms; and nonprofit partners.

[www.intentionalendowments.org](http://www.intentionalendowments.org)

*IEN is an initiative of The Crane Institute of Sustainability, a tax-exempt 501(c)(3) non-profit based in the Boston area.*

*Crane is an equal opportunity employer and does not discriminate in employment and personnel practices on the basis of race, color, religion, sex, gender identity, sexual orientation, military status, national origin, age, disability or genetic information, or any other basis prohibited by applicable law. Women and members of all racial and ethnic groups are encouraged to apply.*