



Job Description

Director of Mission Aligned Investing

Introduction

Untours Foundation has a nearly 30-year history of groundbreaking activities and outsized impact. Originally born out of the travel company and world's first Certified B Corporation, Untours, we were one of first foundations (possibly THE first foundation) to invest 100% of our endowment directly into companies that align with and advance our mission. To date, we have invested nearly \$9 million through 350+ loans and other investments to world-changing businesses. Additionally, through sharing our experience with other foundations, we have galvanized millions more endowment dollars to be allocated towards addressing our world's most pressing problems.

The newly created Director of Mission Aligned Investing role will be a vital contributor to the next phase of growth and impact for the foundation. By having an active role in each of the 4 impact pillars of the foundation – leading in some and actively contributing in others – this new member of our leadership team will be given the opportunity and responsibility to affect change and drive positive results.

We are committed to creating a diverse environment and are an equal opportunity employer. We encourage Black people, indigenous people, people of color, women, LGBTQ people, elderly people, and people with disabilities to apply.

Key Activities

- Endowment Investment Fund
 - Lead the management of our endowment investment fund, ensuring that investments are made in line with our mission and long-term goals.
 - Actively support current portfolio businesses to help ensure growth in scale, positive impact, and successful repayment/exits.
 - Build a pipeline and conduct due diligence for new investment opportunities
 - Create systems that will enable the fund to scale from \$1.5 million to \$10 million over the next 5 years
 - Ensure that our endowment investment fund is a best-in-class example for balancing financial sustainability and impact goals that can be used as an example for other foundations to follow
 - Ensure that the fund remains at the cutting edge of creative and impact-focused investment tools and strategies -- testing new ideas, taking appropriate risks, and prioritizing world-changing impact at every opportunity



- Mission-Aligned Investing Outreach, Advocacy, and Consulting
 - Support the Co-CEOs in sharing best-practices as it relates to mission-aligned investing
 - Provide key data points and research to support a reallocation of endowment capital towards impact-focused investments
 - Speak on behalf of the foundation at live and virtual events
- Untours
 - Support the Co-CEOs and President of Untours travel (which is owned by the foundation) through high level financial analysis and research
- Internal Operations
 - Contribute to strategic planning efforts as a member of the leadership team
 - Support the Co-CEOs in fundraising efforts
 - Support the Co-CEOs in budget planning and implementation
 - Provide relevant content for ongoing marketing efforts

Additional Details

- This is a full-time position
- This position will report directly to the Co-CEOs and will be a member of the leadership team.
- Location: This position can be either in-person or remote – with periodic travel to the Untours headquarters near Philadelphia, PA.

Salary and Benefits Package

- \$70,000 starting salary with opportunities to grow alongside organizational growth
- Full health insurance coverage for the employee and 50% of costs covered for family
- 401k plan
- Three weeks paid vacation with additional time off around the Christmas holiday
- Potential for domestic and international travel opportunities on behalf of both Untours and the Untours Foundation
- One family discount of 20% on an Untour per year