



CHANGE MAKING • RISK TAKING • EARTH SHAKING

## **Job Description: Mission Aligned Investing Advocate\***

### **Introduction:**

Untours Foundation has a 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 the 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.

This position supports one of our Co-CEO's, who runs this project. This new position of a Mission Aligned Investing Advocate will work hand-in-hand with our Co-CEO in all aspects of this work.

***We encourage Black people, indigenous people, people of color, women, LGBTQIA people, elderly people, and people with disabilities to apply.***

### **Key activities of the position include:**

- Work one-on-one with other foundations educating and guiding them in why and how to move their endowments into investments that enhance – and at the very least do not harm – their missions. This includes pitches to foundation boards, support to foundation staff, identifying direct investments that match foundations' missions, and ongoing conversations with foundations about how to keep raising the bar on mission alignment.
- Support our Transparency Project to inspire all foundations to unveil and reveal their endowment holdings.
- Participate in our shareholder advocacy.
- Stay up-to-date on best-practices as they relate 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.
- Help produce e-newsletters and other written material on the topic.

### Experience and talents:

- Knowledge of mission aligned investing and shareholder advocacy preferred.
- Passion for and understanding of social justice a must. (Please read our website before applying.)
- Excellent people skills, including comfort on Zoom.
- Strong speaking and writing skills.
- Sense of humor.

### Additional Details:

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

### Salary and Benefits Package:

#### For full-time:

- \$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
- One family discount of 20% on an Untour per year

#### For part-time or as consultant:

- \$40/hour
- One family discount of 20% on an Untour per year

### Apply:

Please send your resume and cover letter to [foundation@untours.com](mailto:foundation@untours.com). We look forward to hearing from you!

\*Many use the term “impact investing,” but we prefer “mission aligned investing.” All investing has impact; we like to be specific about the impact matching and fulfilling mission.