



Lumina Foundation Position Summary

Job Title: Impact Investing Officer

Reports to: Director, Lumina Impact Ventures

Department: Finance and Investments

Job Status: Exempt

Location: Preference for Indianapolis, Indiana; Washington, D.C.; (with an ability to be in Indianapolis monthly)

Compensation: \$100k - \$110k (final pay commensurate with experience)

Benefits: Include, but are not limited to Health Insurance (medical, dental and vision), 401(k), Pension, Vacation and Sick Time, Paid Leave, 100% Employer Paid Group Life and Long-term Disability

Imagine learning that's accessible, lifelong, and prepares everyone for a global future. To realize this vision, Lumina Foundation works to ensure 60 percent of adults will have a college degree, certificate, industry certification, or other credential of value by 2025.

Lumina Foundation is an independent, private foundation in Indianapolis that works in partnership with education and business leaders, civil rights organizations, policymakers, and individuals who want to reimagine how and where learning occur.

In its first five years, Lumina Impact Ventures (LIV) has supported the Foundation's mission primarily by making direct equity investments in start-up for-profit companies. It has made fourteen direct equity investments in seed stage education technology companies. Today a portfolio of twelve companies provides a range of student supports in two-year and four-year institutions or promotes training for employer-aligned credentials.

Recent changes to the LIV strategy include using a racial justice and equity lens through which LIV assesses all potential investments by seeking investment opportunities that: aim to benefit marginalized populations; and are made in partnership with Lumina program staff. LIV will support the work of for-profit companies, nonprofit organizations and funds (both for-profit and nonprofit) through the deployment of a broader range of investment tools, such as: direct debt; direct equity; fund debt; fund equity; guarantees; and cash.

Purpose

In collaboration with the CFO and Director, Lumina Impact Ventures (LIV) along with an outstanding team of colleagues, associates, consultants and external partners, the Impact Investing Officer will support LIV's investment capacity. With a goal of catalyzing and accelerating the adoption of innovative financing structures in the postsecondary learning space, the Impact Investing Officer will help to develop and implement new capital strategies and tools in service of Lumina Foundation's mission.

Responsibilities

Investment Project Management, Due Diligence, and Reporting

- Collaborate closely with foundation strategy, investments, finance and grant management teams as partners to identify and evaluate impact investing opportunities aligned with the Foundation's strategic priorities and LIV's recently updated strategy.
- Support the financial and social/mission due diligence on potential investments and grants, either independently or in conjunction with outside consultants. Prepare presentation materials (with the Director) on operational and strategy decisions for the LIV Investment Review Committee.
- Provide support with structuring, underwriting and negotiating the terms of new transactions suitable for investment by Lumina Foundation.
- Support the monitoring and quarterly reporting on Lumina Foundation's portfolio of impact investments.
- Support development and institutionalization of an operational infrastructure for Lumina's impact investing activities, improving, and documenting operational management systems, processes and best practices.

Innovative Finance Strategy

- Work in collaboration with Lumina's strategy teams to design, test and implement new financial mechanisms (direct loans, co-funding, etc.) that support programmatic priorities.
- Support CFO, Director of LIV, and Director of Investments on developing and actualizing an analytical framework to advance the Foundation's commitment to aligning assets with Lumina's equity imperative.

Business Development

- Work with the Director, LIV and program colleagues to cultivate partnerships with a wide range of stakeholders such as foundations, corporate venture / social responsibility divisions, fund managers and others to leverage capital, innovation, and technology to advance the Foundation's mission.
- Represent Lumina Foundation on panels and other speaking engagements at conferences and seminars on topics related to impact investing (focus on education) and innovative finance.
- Work on other priority areas as identified by the Director.

Education and Experience

- Bachelor's degree required; advanced degree preferred.
- Demonstrated professional experience in the impacting investing, private equity, strategy consulting, education/postsecondary or financial services' industries. Specific experience would ideally include:
 - Technical experience of a blend of direct lending, credit risk analysis, formal credit training, principal investing and working effectively with multiple sources of capital (e.g., commercial bank debt, philanthropic capital, grants) to structure transactions helpful.
 - Knowledge of social sector finance and investments.

Qualifications

- Proven strong collaborator with a positive approach and emotional intelligence
- Strong analytical and strategic mindset.
- Highly skilled at planning, organizing, and following through, particularly with regard to complex, multidisciplinary project management.
- Interest in, and some knowledge of, the economics of postsecondary education and the issues affecting low-income and underserved students from multiple perspectives.
- Influential, persuasive written and presentation skills; able to synthesize complex information, and translate a financial instrument's approach, risks and rewards for non-financial decision makers.
- Superior interpersonal skills with an ability to manage and work in teams and to interact constructively with diverse constituents and colleagues.
- Proactive, high energy, entrepreneurial and consultative problem solver who exhibits sound judgment, and a deep commitment to, and passion for, Lumina's mission.
- Creative and adaptable, while also being organized and precise, with strong attention to detail.
- Good sense of humor and teamwork essential.

Work Environment and Physical Demands

- Work is performed in an office environment, mostly sedentary.
- Visual and auditory acuity for extensive use of various forms of technology.
- Travel approximately 30-40%, including overnight stays.

This Position Summary is only a summary of the typical job functions, not an exhaustive list of all possible responsibilities, and may be subject to change at any time due to reasonable accommodation or other reasons.

How to Apply

Lumina Foundation is an Equal Opportunity Employer and is partnering with Viewcrest Advisors on this search. Please send your resume and an initial cover letter in non-PDF format; your cover letter should include a description of how your skills and professional experience fit this position.

Email: LIVofficer@viewcrestadvisors.com

Application deadline: December 9, 2021

Viewcrest Advisors is committed to social justice and access to opportunity, and actively cultivates relationships with individuals who have varied life experiences as well as the skills needed to lead strong, innovative programs and organizations. In addition, the organization is committed to your privacy and to protecting your personal data; for more information, please visit: www.viewcrestadvisors.com