

**David Weekley Family Foundation (DWFF)**  
**Investment Director-Domestic Portfolio**  
(This is a full-time position)

**Start date:** Immediate

**Location:** Texas (Austin or Houston preference)

**Compensation:** Commensurate with  
experience **Reports to:** DWFF President

The David Weekley Family Foundation (DWFF) invests time, treasure, and talent in organizations that promote human flourishing. We support highly effective interventions around the corner and around the world that tackle challenges of poverty with integrity, ingenuity, and scale.

Our role is to steward the resources entrusted to us by partnering with and serving those doing the hard, daily work of leading a nonprofit or social enterprise that profoundly impacts others. We simply cannot do our work without these partners, and our position is one of humility and honor in getting to walk alongside these partners. We are high touch funders, aiming to work closely with our portfolio organizations to be as helpful as possible, providing the capital, capacity, and care necessary for them to thrive.

We are a small, entrepreneurial team with the energy and expectations of a larger, high functioning organization. We work fast and anticipate excellence because the people we serve deserve our very best.

DWFF is motivated by our Christian faith. While we grant to organizations both faith-based and not, our central aim for this work stems from the following scripture:

*“Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment and the second is like it: ‘Love your neighbor as yourself.’” Matthew 22: 37-39*

### **Job Summary**

The Investment Director provides strategic leadership to DWFF’s domestic portfolio, which has historically included organizations that focus on education, character development and spiritual formation. In this role, you’ll be responsible for helping build, maintain, and accelerate a growing domestic portfolio that supports high-growth, high-impact nonprofits and social enterprises. Domestic Portfolio Director will also have the opportunity to help shape the future investments and strategic areas of focus for the Foundation. Each Investment Director will be responsible for a portfolio of 30-40+ grants or investments, representing a sizeable portion of DWFF’s giving. Most of DWFF’s investments are in the form of grants, but we also very occasionally do debt and equity financing for aligned impact organizations.

Compelling candidates will demonstrate the following qualities:

- Self-starter and self-motivated. Working on a small team with no administrative support, this person will need to manage his or her workflow -- from the small details, to the big picture strategy.
- Inquiring, curious, critical thinker with positive, “can do” attitude.

- Intellectual horsepower. Must process information quickly; marshal evidence to sustain a logical argument; evaluate data that's sometimes conflicting, incomplete, or unreliable.
- Shrewd and savvy. Know how to facilitate conversations; identify and solve bottlenecks to achieve desired outcomes; interpret and anticipate the needs of others.
- Excellent communication and writing skills with an ability to communicate confidently both within the Foundation and externally.
- Strong business acumen: ability to read and interpret financial statements and reporting and understand operations driving organizational performance.
- Demonstrate sound judgment and always strive to "do the right thing."
- High level of maturity and high level of professional etiquette including discretion regarding sensitive information.
- The ideal candidate needs to possess a positive and resourceful nature and be comfortable with ambiguity, as everyday will present new challenges.

#### Day-to-day Responsibilities:

- Guiding and managing an existing portfolio of grants, regularly reviewing their financial and social progress.
- Identify new opportunities. Bring them through a due diligence process, resulting in a recommendation on funding. With cooperation from nonprofit partners, establish measurable milestones to define success. Upon entrance into the portfolio, maintain communication with grant partners and, where appropriate, help them achieve their impact goals.
- Follow and understand key trends and insights within the Foundation's focus areas.
- Maintain and fruitfully engage with peers in philanthropy and experts in relevant subjects.
- Communication. Submit weekly reports by email to the foundation's trustees, documenting activities, insights, and future plans. Write new (and renewal) grant and impact investment recommendations throughout the year. Create an annual dashboard to track progress against goals.
- Provide advice and assistance to grant partners in their strategic planning, execution of growth plans, organizational development... whatever it takes to support the success of our partners.
- Deliver unique, valuable, timely help.

#### Expectations:

- Travel. Make site visits to prospective grant partners and current portfolio organizations. Attend relevant conferences. Expect to travel 10%-20% of the time (when safe and reasonable to do so).
- Program. Fill the portfolio with high-impact grant partners and impact investments. Appropriately cull underperformers. Leverage the foundation's resources to maximize impact.
- Serve partners with humility and excellence.

#### Qualifications:

- 8-12 years of relevant experience, including some relationship management.
- High degree of comfort and competency with data analysis, information synthesis, and project management – often with imperfect or incomplete information.
- Cross-cultural fluency is highly desired.
- Ability to juggle multiple projects simultaneously, with immediate and long-term deadlines.

- Excellent written and verbal communication skills; ideal candidate is an “inbox zero” person.
- Excellent computer skills, including Excel, PowerPoint, and Salesforce.

Extra Credit:

- Experience starting or running a social enterprise.
- MBA, JD or advanced degree in a relevant field preferred.
- Sector-specific experience in one or more of the Foundation’s focus areas.

**To apply, all candidates must submit the following to [apply@dwf.foundation](mailto:apply@dwf.foundation)**

- Resume and brief statement on why this role is a fit;
- Nomination note from a non-peer nominator endorsing your candidacy. Potential nominators include professional supervisor, professor, advisor, etc. who has worked closely enough with you that they can speak to your qualification for this position.

For further information on DWFF’s giving philosophy, please review: <https://dwff.org/>