

Dovetail Impact Foundation **Investment Director (this is a full-time position)**

Start date: May 1, or as soon as available

Location: Houston, TX (although exceptional candidates may be considered elsewhere in TX)

Compensation: Commensurate with experience

[Dovetail Impact Foundation](#) (formerly The David Weekley Family Foundation) invests time, treasure, and talent in organizations that promote human flourishing. We support highly effective interventions in the far reaches of the world that tackle challenges of poverty with integrity, ingenuity, and scale. [More information available here.](#)

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 cannot do our work without these partners, and our approach is one of humility and honor in walking 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.

Job Summary

Investment Directors provide strategic leadership to the foundation's domestic portfolio, which is focused on alleviating poverty, specifically in Houston and surrounding counties. In this role, you'll be responsible for helping build, maintain, and accelerate a domestic, Houston-focused portfolio that supports high-growth, high-impact nonprofits and social enterprises. The Domestic Investment Director is responsible for creating a portfolio of 20+ grants or investments, in accordance with the stated strategy. Most of the foundation's investments are in the form of grants, but very occasionally we also consider impact-first debt and equity financing.

Compelling candidates will demonstrate the following qualities:

- Self-starter and self-motivated. Working without support staff and with a small team, this person will need to be able to manage himself or herself.
- Inquiring, curious, critical thinker with a 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 clearly, kindly and confidently both within the foundation and externally.
- Sound judgment. Always striving to "do the right thing."
- High level of maturity and high level of professional etiquette, including discretion regarding sensitive information.
- A positive and resourceful nature. Comfortable with ambiguity, as everyday will present new challenges.

Day-to-day Responsibilities:

- Identify new prospective partners. Bring them through a due diligence process, resulting in a recommendation on funding. In cooperation with nonprofit partners, through regular reporting and occasional calls or site visits, track progress towards measurable milestones to define success. Upon entrance into the portfolio, maintain communication with grant partners and, where appropriate, help them achieve their impact goals.
- Guide and manage the existing portfolio of domestic grants, regularly reviewing their financial and social progress.
- Follow and understand key trends and insights within the Foundation's focus areas.
- Maintain relationships and fruitfully engage with peers in philanthropy and experts in relevant subjects.
- Maintain excellent written communication. Submit thorough written weekly reports by email to the foundation's trustees, documenting activities, insights, and future plans. Write renewal and new grant recommendations throughout the year. Expect significant, detailed and thoughtful writing each week in close collaboration with the team.
- Provide advice and assistance to grantee partners in their strategic planning, growth plans, and organizational development to help partners succeed.
- Deliver unique, valuable, timely help to grantee partners, the foundation's trustees and peer funders. This may include unique capacity building or consulting support, based on the Investment Director's specific background and expertise.

Expectations:

- Travel. Make site visits to prospective grant partners and current portfolio organizations. Attend relevant conferences. Expect to travel 10% - 20% of the time, with occasional international trips.
- Program. Fill the portfolio with high-impact grant partners (and occasionally impact investments). Cull the 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
- MBA or advanced degree in a relevant field preferred
- High degree of comfort and competency with data analysis, information synthesis, and project management – often with imperfect or incomplete information
- Must 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 the Google suite (Google Docs, Sheets, etc.), Excel, Powerpoint, Zoom, and Salesforce
- Be a person of faith; Dovetail Impact Foundation is a non-sectarian Christian granting foundation that invests time, treasure, and talent in organizations that promote human flourishing regardless of race, religion, creed or any other status. Our full-time team members draw strength and unity from a common commitment to the teachings of Jesus Christ. Accordingly, the foundation asks applicants seeking to join us to:
 - Identify as a follower of Jesus, affirming the beliefs put forth in the Apostles and Nicene Creeds;

- Be animated by the call to "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)
- Demonstrate their participation in and commitment to cultivating a broad and diverse community of all those contributing to the work of renewal in the world, regardless of their faith.

Extra Credit:

- Experience starting or running a social enterprise
- Fundraising experience
- Sector-specific experience in one or more of the Foundation's focus areas: health, education, justice, or livelihoods.

To apply, submit the following by email to apply@dovetailimpact.org:

- Resume or CV
- A cover note (under 500 words, please) which answers one of the following questions (note, we are assessing writing for clarity & conciseness):
 - Why is this role a good next step for your career journey?
 - What are 1-2 essentials for your next role?
 - Why are you interested in exploring if this role at Dovetail is a fit for you?
- At a later stage in the process, selected candidates will also be asked to
 - Submit a nomination note from a non-peer nominator endorsing your candidacy. Potential nominators include a professional supervisor, professor, advisor, etc. who has worked closely enough with you that they can speak to your qualifications for this position.
 - Complete a case study (materials will be sent out with 2 weeks to complete and require between 4 and 8 hours of work).
 - Complete job-fit assessments.

As with any society of faith, SEC. 2000e-1 [Section702] of Title VII of the Civil Rights Act of 1964 makes provision for employment along lines of shared religious convictions.