

Position: Two-Year Impact Investing Fellow
Location: Southfield, MI
Reports to: Director of Alignment and Impact Investing, Max M. and Marjorie S. Fisher Foundation; Chief Strategy Officer, Council of Michigan Foundations

Position Summary

The Fellow will use their knowledge, experience, creativity and commitment to support the Max M. and Marjorie S. Fisher Foundation in advancing the foundation's work to ensure organizations focused on social and environmental impact have access to growth capital to expand innovation and grow organizational capacity and sustainability. The Fellow will additionally support the Council of Michigan Foundations' work with foundations across the state engaged in and exploring impact investing as a vehicle to positively and equitably affect change in communities, collaborating with staff, the CMF Impact Investing Expert in Residence and the CMF Impact Investing Committee.

The Fellow will be embedded in the Fisher Foundation team; approximately 80% of their time will be allocated to work with the foundation. The remaining 20% of their time will be allocated to work with the Council of Michigan Foundations (CMF) as well as their own professional development and growth in the field.

The Fisher Foundation and CMF share a commitment to ensuring a pipeline of diverse professionals have access to tools, strategies and resources to enter into and succeed in the philanthropy field, with opportunities to advance into leadership roles.

Functions of the Position

Functions of the position include:

- In partnership with the Fisher impact investing staff, committee and advisors, manage the intake of impact investing inquiries received by the foundation. Use established criteria to provide first-round analysis to the staff. Assist in communication and follow-through for each inquiry.
- Support the development of data-informed solutions and structures to advance the foundation's impact investing practice, offering insights and innovative thinking in a collaborative environment.
- Serve as a thought partner to the team in pipeline development and portfolio monitoring and evaluation.
- Work with the team to prepare for committee and board meetings, including electronic organizing of information and preparing materials.
- Conduct research and stay informed on relevant policy issues, news from the field and local opportunities for investment; provide summary reporting to foundation and CMF leadership.

- Contribute to the missions of the Fisher Foundation and CMF, engaging as a full member of both staff teams and participating in various meetings and staff activities.
- Represent the Fisher Foundation and CMF at local, in-state and national conferences and events.
- Work in partnership with CMF staff, the CMF Impact Investing Expert in Residence and the CMF Impact Investing Committee, helping to advance the key areas of CMF's impact investing focus, including education, resource sharing, convenings and connections, and opportunities for partnership and collaboration.
- Support the development of CMF communications and research related to impact investing practices.
- Identify and pursue opportunities to collaborate with other CMF fellows and peer foundations on projects of shared interest.

Qualifications for the Position

The successful candidate should be an early to mid-career professional with experience working in philanthropy, the social impact sector, government or policy settings. A graduate degree in public policy, public administration, business or equivalent may be helpful or candidates with a bachelors degree, relevant experience and a passion for social impact are encouraged to apply. Working knowledge of basic financial principles and an outstanding willingness to learn and contribute is ideal. Most critical for success in this role is the ability to embrace the importance of both financial and social impact. Previous experience working in Michigan is preferred.

The candidate must have a serious interest in the social and philanthropic sectors, along with the following:

- Skills: Research, analysis, external relations, project management and excellent written and verbal communication abilities.
- Characteristics: Quick learner, self-starter, creative problem solver, detail oriented, flexible, well-organized and committed to meeting deadlines.
- Abilities: Works well independently and on a team.

As health and safety conditions are monitored the position will be exclusively virtual initially. It is anticipated the Fellow will work in-person out of the Fisher Foundation offices in Southfield, Michigan when the offices re-open. At that time, travel within and out of state to attend meetings and conferences will be added.

Physical and Mental Activities and Requirements:

- While performing the duties of the job, the employee is regularly required to talk and hear. The employee is frequently required to sit and use hands to finger, handle or feel to perform the duties. The employee is frequently required to stand and walk around to perform the duties. The employee is occasionally required to stoop, kneel or crouch. The employee may occasionally lift and/or move up to 50 lbs.
- The employee may operate any or all of the following: telephone, cellular telephone, copy and fax machine, imaging equipment, computer and printer.
- This position may require travel by automobile and airplane.

- This position requires the employee to make decisions in a timely manner and anticipate all of the potential ramifications of decisions made.
- The employee must be able to read and interpret documents, understand/follow complex written and oral instructions, be able to express themselves clearly/concisely, perform mathematical functions and handle multiple, concurrent tasks.
- This position requires regular and predictable attendance, a portion of which may be done remotely.

About the Council of Michigan Foundations:

The Council of Michigan Foundations seeks a dynamic and engaged individual to help us advance our mission to lead, strengthen and support Michigan's community!

CMF's work focuses on emboldening and equipping Michigan philanthropy in the relentless pursuit of equitable systems and inclusive diversity, fortifying the field through public policy action, fostering the growth of current and future philanthropy leaders and advancing exemplary philanthropic practices and field expertise. Equity is a pillar of our work, and equity is embedded across our priority pillars of policy, practice and people.

CMF is a leadership organization driven by our values and the power of people, equipped with deep sector expertise and the ability to anticipate and adapt, ever committed to continuous improvement in support of Michigan philanthropy.

Read more about us at: www.michiganfoundations.org
Follow us on social media @michfoundations.

About the Fisher Foundation:

The Max M. & Marjorie S. Fisher Foundation's core philosophy is grounded in the beliefs of our founders and the family's shared Jewish values that life's purpose is found in service to others. The mission of the Foundation is to enrich humanity by strengthening and empowering children and families in need. In the Jewish tradition of tzedakah, the Foundation works to repair the world (tikkun olam) alongside those who share our mission.

Tzedakah, derived from the Hebrew language, conveys fairness and justice. This is the closest term to "charity" in Hebrew, and stems from a fundamental belief that donors benefit from philanthropy as much as recipients. More than a financial transaction, philanthropy in the tradition of tzedakah builds trusting relationships. The Foundation is guided by tzedakah and driven by a desire to work in partnership with those inside the issues we seek to address. Read more about the Fisher Foundation at www.mmfisher.org.

Salary & Benefits:

The annual salary for this fellowship is \$60,000. In addition to salary, benefits include health insurance, a 403b plan with contribution matching, life insurance, short and long-term disability insurance, paid time off and other benefits.

Interested candidates should e-mail a cover letter and resume to Tammie TenBroeke at jobs@michiganfoundations.org. Items must be received no later than September 17, 2021.

The Council of Michigan Foundations is an Equal Opportunity Employer.

All correspondence will remain confidential.