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# Success Begins with People.

David  
Barrett  
Partners

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Position Specification | Director of Investments

Family Office Investment Services, LLC

the eli and edythe **broad**  
foundation



Elizabeth Havens

212.710.8853

[ehavens@davidbarrettpartners.com](mailto:ehavens@davidbarrettpartners.com)

Sean Helverson

212.710.8858

[shelverson@davidbarrettpartners.com](mailto:shelverson@davidbarrettpartners.com)

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### THE BROAD ENTITIES

Family Office Investments Services, LLC (FOIS) provides investment management services to the Broad family, The Broad Foundation (TBF), The Broad Art Foundation (TBAF), and Family Office Financial Services (FOFS). For more information about the Broad Entities, see Appendix A.

TBF, FOFS and FOIS are co-located and operate with aligned values and work collectively to steward our groundbreaking institutions in education, science and the arts, while elevating organizations, initiatives and leaders that boldly address the challenges of our time and expand opportunity for L.A.'s historically marginalized communities.

### THE CULTURE

Our team is agile, curious, and unflappable. We are dedicated, hard-working, resilient, and dynamic individuals who believe in each other and our collective responsibility towards the public good.

We believe in establishing an inclusive workplace where team members feel comfortable sharing their ideas. We strive to create a workplace where we motivate, appreciate, and learn from one another. In a world of rapid change and shifting conditions, we roll up our sleeves, pinch-hit for each other, and believe in each other to meet the extraordinary challenges in these exceptional times.

We believe that all team members should have a global understanding of the work happening across the organizations, how the various components of the work are interconnected, and how their own work ties to The Broad Foundation's mission. We believe communication and collaboration across teams are key to fostering trust and innovation across the organizations.

### THE VALUES

We have built on lessons learned over two decades of active grantmaking and established the following shared values to guide TBF, FOFS and FOIS in our work internally and externally over the coming years:

- Unyielding commitment to the public good. We carry a deep sense of responsibility to help make the world a better place, approaching our work with a tenacious focus on results.
- Bold thinking. We need ambitious visions for the future to create lasting, transformative impact. We encourage an entrepreneurial and risk-taking spirit that sparks creative, innovative approaches to address our society's most pressing problems.
- Collective action. We listen and learn from others to inform our work. We aim to demonstrate humility, openness and respect for the expertise of systems-impacted communities and other people who know more than we do. We firmly believe our organization must be embedded in a constellation of partners working together towards finding long-term solutions and creating a brighter future.
- Integrity. We are responsible and honest stewards, calibrating resources, with candor, trust and accountability.
- Diversity, equity, inclusion and justice. We are fiercely committed to amplifying community-based voices and investing in efforts to create systemic change by sharing our power and influence. Within our organization, we strive to foster an inclusive and equitable culture that supports our team and reflects a rich diversity.

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- Continuous learning. We are devoted to asking hard questions and learning from our partners and the communities we serve. Each day we bring our best thinking, a deep curiosity, flexibility and tireless efforts to our work. We can always do better.

### THE POSITION

Reporting to the Chief Investment Officer, the Director of Investments will collaborate on investment manager identification, due diligence and oversight of the family and foundations' diversified investment portfolios. The ideal candidate is proactive, has strong communication skills, is highly collaborative and transparent, is intellectually curious, demonstrates strong quantitative skills, and is aligned with the foundations' vision, mission, and values.

### RESPONSIBILITIES

- Source, analyze, and recommend new investments across asset classes, including funds and co-investments
- Conduct thorough due diligence on the most compelling prospective opportunities including analysis of investment strategy, process, organization, portfolio positions and performance
- Manage a forward calendar of illiquid fund opportunities
- Monitor existing and prospective managers (performance, manager letters, exposure reports, financials, 13F filings, webcasts, annual meetings, etc.)
- Author research memos on asset classes, macroeconomic research, existing portfolio assets, ESG, or other investment or organization-related topics
- Perform quantitative portfolio analyses including, but not limited to, asset allocation, geographic exposure, industry exposure, liquidity, risk metrics and performance attribution
- Produce materials for the Broad Foundations' Investment Committee
- Foster a network among investment managers, allocators, and other industry participants
- Collaborate with the operations team on subscription documents, redemption notices, fund amendments, etc.
- Perform ad hoc analysis as requested by the CIO
- Collaborate on broader organizational initiatives related to finance, culture, or philosophies

### QUALIFICATIONS

- Minimum of seven to ten years relevant experience at a family office, foundation, endowment, fund of funds, institutional asset management firm or consultant
- Strong quantitative, analytical, and organizational skills with a high attention to detail
- Ability to incorporate rigorous qualitative and quantitative analyses in the evaluation of investment strategies, human and organizational dynamics, investment processes and investment performance
- Excellent written and verbal communication skills
- Clear investment philosophy, with the ability to remain intellectually open to new ideas and approaches
- High level of integrity, professionalism, and intellectual curiosity
- Willingness to work in ambiguity and adapt to changing and competing priorities
- Highly proficient in MS Word, Excel, PowerPoint and Outlook, and positively oriented to new digital tools and programs, with an ability to learn and adapt in the digital and technology space
- Passion for and alignment with TBF's vision, mission and values



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- Desire to work in a small team environment
- The highest level of integrity, honesty, and sense of fiduciary duty
- Bachelor's degree from an accredited college or university; CFA, CAIA and/or MBA a plus

### **LOCATION**

Los Angeles, CA

This position is based Los Angeles, California. Following State and County guidelines related to Covid-19, FOIS is currently working remotely. We will be implementing a hybrid work model in which some weekly in-office attendance will be required once it is safe to return to an office.

### **EQUAL OPPORTUNITY EMPLOYER**

FOFS is an equal opportunity employer that is committed to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race (including traits historically associated with race), color, religion or religious creed (including religious dress), ethnic or national origin (including associational and perception-based harassment and discrimination based on national origin), ancestry, marital status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, medical condition (as defined by California law), genetic information, disability status, sexual orientation, military or veteran status, or any other status protected by applicable law with regard to employment opportunities.

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

### **EMPLOYMENT**

Employment is contingent upon a satisfactory background and reference check, which will include a credit and criminal report as well as verifications of employment and education records, in a manner consistent with applicable federal, state, and local laws. Please note that the company will consider qualified candidates with criminal histories in a manner consistent with the law. You must be legally authorized to work in the United States.



## APPENDIX

### ABOUT THE BROAD ENTITIES

The Eli and Edythe Broad Foundation ([www.broadfoundation.org](http://www.broadfoundation.org)) was established by philanthropists Eli and Edythe Broad to steadfastly steward our groundbreaking institutions in education, science and the arts, while elevating organizations, initiatives and leaders that boldly address the challenges of our time and expand opportunity for L.A.'s historically marginalized communities.

The Broad Art Foundation ([www.broadartfoundation.org](http://www.broadartfoundation.org)) is a lending library of the over 2,000 works of contemporary art in the Broad collections. TBAF's mission is to increase public access to contemporary art through an enterprising art loan program based upon its growing art collection as well as the private art collection of the Broads, including lending art for exhibition at The Broad.

The Broad ([www.thebroad.org](http://www.thebroad.org)) is a contemporary art museum in downtown Los Angeles. The Broad's mission is to make contemporary art accessible to the widest possible audience. The Broad exhibits the postwar and contemporary art collections acquired by Los Angeles philanthropists Eli and Edythe Broad and TBAF.

Family Office Financial Services, LLC provides finance, accounting, human resources, technology, communications, executive administration and additional support to the Broad family, The Broad Foundation (TBF), The Broad Art Foundation (TBAF), Family Office Investment Services (FOIS), and interim support to The Broad Museum.