

## Become a Part of the NPT Team

National Philanthropic Trust is a public charity dedicated to providing philanthropic expertise to donors, foundations and financial institutions, enabling them to realize their philanthropic aspirations. We have raised more than \$40.5 billion in charitable contributions and currently manage \$22.2 billion in charitable assets. We have made nearly 541,000 grants totaling more than \$21.0 billion to charities all over the world making us among the largest grantmaking institutions in the United States.

At National Philanthropic Trust, we foster a welcoming environment for all. People are valued and respected for who they are - with opportunities to bring their entrepreneurial spirit and talents to increase giving around the world. We have an inclusive, supportive, collaborative culture that makes National Philanthropic Trust one of the most rewarding places to work.

## What You'll Do

NPT is looking for a dynamic Senior Vice President of Operations who will be responsible for managing and overseeing day to day Operations, strategic initiatives, process improvement, and scaling of the organization's newly formed Operations Department. This leader will drive transformational change while maintaining responsibility for all aspects of planning, building and daily operations. This position is responsible for ensuring that NPT complies with its written investment policy and fulfills all required fiduciary responsibility over its investments. The role is also responsible for identifying, analyzing, monitoring and minimizing risks associated with investment operations, and ensures proper control policies and procedures are in place.

The SVP of Operations will report to NPT's Chief Information Officer.

**Department Function:** The newly formed Operations Department consists of five major functions/teams within NPT including Investment Operations, Investment Compliance, Segregated Account Management, Alternative Investments and Donor Administration (see description below).

- The Investment Operations Team is responsible for processing the daily transactions associated with investment and divestment activity in NPT's Donor Advised Funds ("DAF"), regardless of whether the investments are pooled or in segregated accounts, and Supporting Organizations ("SO"); the recording of corporate actions associated with our investments and daily / month-end valuations of the investments of each DAF and SO.
- The Investment Compliance team is responsible for ensuring that all investments are in compliance with NPT's Investment Policy Guidelines and escalating issues of non-compliance to our Staff Investment Committee and ultimately, the Board of Trustees.
- The Alternative Investments team supports all aspects of NPT's investments in investments such as hedge funds, private equity funds, and direct private investments.
- The Segregated Accounts team is responsible for managing the segregated account opening process for NPT's offering across multiple financial service organizations.
- Lastly, the Donor Administration team is responsible for all inbound contribution processing and overall client on-boarding.

This role will be responsible for planning, building and operating the newly formed Operations Department and each of the following:

- Plan:
  - Identify trends and plan new interventions that will enhance the innovative potential of the organization.
  - Develop, strategize, and drive innovation while remaining current on future oriented technologies like AI, ML, impacts of expanded crypto, etc.
  - Serve as the lead sponsor and decision maker for the Operations Department and change agent within the organization.
  - Partner with Project Management, Business Process Improvement, IT, Finance, and other teams within NPT to find and deploy fintech solutions that encourage growth, increased scalability and support the client experience.
  - Investigate strategic vendor opportunities, including outsourcing, as options to achieve higher levels of performance and organizational effectiveness.
- Build:
  - Develop and implement new or revised operational procedures to create efficiencies and risk management procedures to manage and reduce risk.
  - Collaborate with executive leadership to develop and meet company goals while providing expertise and guidance on operations projects and systems.
  - Serve as business leader for the Operations teams and liaison responsible for maintaining alignment between the business and IT.
  - Build high performing teams while instilling NPT's culture and core values.
  - Develop and support training on key procedures and implement a culture of continuous learning.
  - Work with the Quality Assurance Team to develop validation of risk management procedures and controls.
- Operate:
  - Directly oversee the department and all staff members.
  - Work with direct reports to ensure appropriate leadership structure is in place for each team and advocate for required resources.
  - Manage the budget and all aspects of capacity planning within the responsible teams.
  - Liaise directly with primary contacts at Financial Service Partners who are responsible for investment offerings.
  - Manage the relationships with vendors and other departments while supporting all aspects of the company's Operations department.
  - Serve as executive lead point of contact for all escalated donor and partner issues related to Operations.
  - Implement consistent structure across Operations Teams with data driven approach to monitor, set goals, and measure effectiveness while ensuring day to day operations run smoothly.
  - Oversee the effectiveness of existing fintech solutions and related analytics, stay curious about and current on emerging solutions and external partners to ensure NPT manages risk effectively.
  - Support all aspects of NPT's Investment Committee.
  - Ensure internal controls are established and monitored effectively and procedures in place provide accurate reporting related to investments and valued in NPT's financial statements.
  - Assist with the annual financial audit and the preparation of the IRS Forms 990 for NPT and

its associated Supporting Organizations.

### **What You Bring**

- Bachelor's degree required, a graduate degree in strategy, leadership, business, or management preferred.
- At least 10 years' experience leading a financial services operation, non-profit experience preferred.

### Required Knowledge

- Strong understanding of investments, benchmarking and performance strategies.
- Securities knowledge of both publicly (or exchange) traded and privately held with Hedge Fund and Private Equity fund exposure.
- Understanding of Qualified Purchaser Requirements.
- Basic knowledge of principles and practices of accounting including valuation disclosure.
- Understanding of technical concepts, software development lifecycles and proven ability to partner with IT, finance and project management to be an advocate for continued digital transformation.
- Basic knowledge of principles and practices of accounting including, including knowledge of alternative investments.
- Knowledge and use of metrics to measure impact of improvements and ability to explain to outside stakeholders.

### Required Experience

- Ability and demonstrated experience leading all aspects of transformative operational changes utilizing technology, outsourcing and other tools.
- Experience leading through process improvements which successfully elevates performance.
- Relevant Business Knowledge and experience working in an asset management firm, registered investment advisor or donor-advised fund.
- Client/Vendor Facing Interaction: Extensive and successful experience working with clients and third-party vendors resulting in client satisfaction and optimal vendor relationships and outcomes.
- Board or Committee Interaction: Successful experience working with a Board of Directors/Trustees/Committees or other similar entity.
- Experience with fintech solutions and understanding of the complexities of implementation.
- Extensive experience working with clients/third-party vendors that result in a high degree of client satisfaction; have optimal vendor relationships and outcomes; and be able to successfully communicate complex issues among internal peers/stakeholders.
- Understanding and experience with concepts of industry standard approaches to quality management and operational oversight.

### Characteristics

- Is a results-oriented, motivated, responsive, and proactive leader with excellent supervisory, communication, and interpersonal skills.
- Is a curious individual who has vision and can translate that vision into practice.
- Is analytical and detail oriented. Easily grasps the complexities and nuances of donor/product and regulatory dimensions.

- Demonstrates strong attention to detail and organizational skills, with the ability to prioritize projects.
- Possesses a strong work ethic and commitment to quality. Must have extremely high standards of personal performance. Willing to devote the hours and effort required to meet or exceed those standards.
- Has an inquisitive, investigative mindset, and willingness to “dig deeper,” rather than accept information at face value.
- Has a high degree of personal integrity and reliability; keeps commitments, admits mistakes, accepts responsibility for output and results, maintains confidentiality when necessary and appropriate, and acts in NPT’s best interest always.