



Position: Private Investments Professional

Location: Boston, MA

Firm: 73-person firm managing \$9 billion for about 600 US non-profits

Compensation: Competitive compensation, incentive and benefits package

Culture: mission-driven, cross-disciplinary, intellectually rigorous approach

Reports to: Managing Director – Private Investments (PI)

Private Investments & Position

TIFF has built a legacy exceeding 20 years in private equity, venture capital, credit, real estate, and natural resources investing, earning the firm and its members privileged access to a diversified and high-quality global portfolio of investment manager relationships. TIFF's external manager approach to private equity investing includes both traditional fund commitments as well as direct co-investments and secondary transactions with private equity managers that are well-known to TIFF. To continue managing and building this portfolio, the private investments team is seeking to recruit a highly motivated, thoughtful, resourceful, and diligent investment professional to join this fast-paced, entrepreneurial, and collaborative investment team in Boston. This person will play a key role in evaluating and monitoring TIFF's external private investment fund managers, as well as co-investments and secondary investments. The ideal candidate will have prior work experience at an investment management firm, private equity firm, investment bank, or management consulting firm, and have honed a turn-key skillset in company-level analysis, financial modeling, valuation, and market research.

Required Experience

- At least 2 to 5 years of relevant investment management, private equity, M&A, or consulting experience.
- Bachelor's Degree from a top-tier college or university; MBA or advanced degree preferred.
- Aptitude for company-level analysis, financial modeling, valuation, and other quantitative analyses.
- Proficiency in Excel.
- Interest in working on behalf of non-profits.

Critical attributes & competencies

- Be a reliable, resourceful self-starter and an amicable, helpful contributor to the team as both a member and a leader.
- Superior oral and written communication skills.
- Ability to engage effectively with staff across all levels at TIFF and with external investment managers and intermediaries.
- Willingness to conceive and present creative ideas, contribute meaningfully to group discussions, challenge others and be open to being challenged.
- Strong attention to detail with a curious, analytical mindset.
- Understand essential components of private investment portfolio construction, management, and risk assessment.
- Operate under a philosophy of continuous improvement
- Able to commit to a reasonable amount of travel (approximately 30% of time).
- Foreign languages (Chinese preferred) a plus, but not a requirement.

Essential functions

- Participate in all internal investment team meetings and actively contribute to investment discussions.
- Help drive due diligence processes; develop and adhere to project timelines, organize materials, prosecute necessary action items, and mobilize and marshal the necessary resources to support projects through completion.



- Prepare and present deliverables such as models, presentations, and investment memoranda.
- Work closely with members of the private investments team assessing investment managers, co-investments, and secondary opportunities.
- Participate in private investment manager meetings, as well as meetings with relevant intermediaries and management teams.
- Assume ownership of various ongoing initiatives, as well as ad-hoc investment-related projects.
- Direct and train junior investment staff on various projects.

Organizational Overview

TIFF was founded in 1991 by a network of foundations and is a mission-driven, not-for-profit organization dedicated to delivering investment solutions to foundations, endowments, and other charitable institutions. Since its inception, TIFF has exclusively served the non-profit community by providing experienced manager selection and access, risk-sensitive asset allocation, and integrated member service to institutions with long-term investment horizons. TIFF provides major endowment investment capabilities to non-profits that lack the scale and in-house resources to pursue sophisticated investment strategies on their own. TIFF Advisory Services is the regulated advisory firm that administers the investment vehicles bearing the TIFF name. The firm operates as a not-for-profit itself, and there are no equity holders. TIFF's mission, credo, and board membership can be found at www.tiff.org.

TIFF's Investment Team

TIFF manages capital in several co-mingled vehicles and invests broadly across different asset classes and investment strategies and structures. TIFF manages portfolio exposures via direct investments, but like many endowments, TIFF employs external managers to manage the majority of TIFF's capital. To better manage portfolio exposures, our team also invests directly in certain fixed income securities and passive instruments. The team is organized into four areas of competency: marketable equities, private investments (buyout, venture capital, credit, resources), diversifiers (primarily hedge funds), and fixed income. Each group reports directly to the Chief Investment Officer (CIO) and is primarily responsible for manager selection and monitoring. Investments approved by TIFF's six-member Investment Committee are integrated into the appropriate TIFF vehicles, which are generally differentiated by liquidity and risk exposures. TIFF's comprehensive vehicles (Multi-Asset Fund and the TIFF Keystone Fund) offer a one-stop investment option for most endowed charities, and our specialized investment vehicles – primarily in private investments and hedge funds – offer specific asset class solutions to eligible endowed charities. All portfolio management is led by TIFF's CIO, who serves as Chair of the Investment Committee. Our team emphasizes intellectual rigor, candor, creativity, collegiality, and a deep focus on our mission to assist non-profits.