

Chief Executive Officer + Chief Investment Officer

New Island Capital Management, LLC

The Company

New Island is a mission-driven impact investment advisory firm serving private, related Clients with an institutional-scale portfolio that is 100% impact-focused. Based in San Francisco, New Island utilizes a patient, disciplined approach to generate risk-adjusted financial returns across multiple asset classes, while simultaneously delivering positive social and environmental outcomes.

New Island is committed to a new paradigm of conducting business where its value and vision are enacted internally through the Company's operations and externally through the investments the Company sources and manages. New Island seeks direct relationships with entrepreneurs and communities, globally, to support the natural emergence of a new paradigm in sectors such as health and wellness, sustainable agriculture, environmental protection, renewable energy, and sustainable communities

The Position

The position combines two leadership roles: CEO and CIO. New Island is seeking a mission-driven leader to run the private, dedicated impact-focused investment advisory firm. The CEO/CIO will shepherd New Island's efforts to continually evolve as a premier investment advisory firm endeavoring to manifest the new-paradigm both outwardly in its investments, and inwardly in an office culture that is transparent, fair, enjoys clear accountability, and a warm atmosphere where people enjoy working and can support each other.

Investment Strategy

New Island pursues its Clients' holistic investment strategy: investing to achieve financial, social, and environmental benefits that will advance social justice, economic empowerment, regeneration, and meeting human needs.

New Island focuses on investments where positive impact and positive financial performance are convergent with the goal of leveraging the risk-reducing benefits of impact and socially responsible investing to drive financial performance. Social and environmental considerations are factored into all investment modeling.

New Island is committed to new paradigm thinking and ways of operating, and seeks opportunities for its Clients to invest in other companies that think and operate in similar ways.

Ideal Candidate Profile

New Island values life experience and differentiated perspectives from all backgrounds. New Island is an equal opportunity employer and values diversity in all of its initiatives. The ideal candidate will have the following skills and experience:

- First and foremost, great people management skills, creating and maintaining a collaborative environment of mutual respect and passion to do good while doing well;

- Strong sense of creativity and initiative, balanced with discipline and accountability;
- Demonstrated interest, passion, and commitment to impact;
- Strong communication skills and clarity of thought;
- Demonstrated ability to collaborate in partnership with multiple stakeholders;
- Demonstrated ability to build and lead an investment team;
- Demonstrated investment track record in direct investing, which may include private equity, private credit, real estate, and real assets;
- Strategic thinking and proficient decision-making;
- Confidence, humility, and a clear drive to deliver results independently and as part of a team; and
- Strong financial modeling and business analysis skills.

The CEO Function

Responsibilities of the Chief Executive Officer will include the following, with certain functions performed in partnership with New Island's COO and General Counsel:

- **Organizational Management**

1. Manage all aspects of the delivery of investment advisory services to clients including strategy and asset allocation advice; development of investment recommendations; supporting investment transactions and monitoring closed investments; monitoring relevant market conditions; and providing accurate and timely reporting on financial and impact outcomes.
2. Develop and retain a professional team to support delivery of investment advisory services:
 - a. Recruit and select appropriate personnel suited to specific roles across investment, financial reporting, operations, legal/risk management, and administrative support. As needed, hire, dismiss, manage, train, develop and mentor individual personnel to achieve appropriate team composition. Develop future leadership within the organization.
 - b. Work with the New Island Investment Committee, the COO and the General Counsel, to develop appropriate human resource policies and a framework for compensation and retention of key personnel.
 - c. Support professional development of the New Island's team and support a work environment and company culture that promotes efficacy, efficiency, integrity, and professional development. Develop a robust but efficient employee evaluation process.
3. Direct New Island's legal function including transaction support to Entities, maintenance of Investment Advisory Agreements (or other client engagement agreements) & Investment Policy Statements, New Island internal matters (including human resources), general investment risk management, and transaction documentation.
4. Direct New Island's financial reporting function including maintenance of the eFront database of investment performance, preparation of reports related to financial & impact

reporting, preparation of regular “tracking” worksheets (cash flows, liquidity, forecasting, etc.), and an annual presentation to the CAB, Trustee and officers of the Entities (see #7, below).

5. Direct and oversee New Island’s operations including maintenance of annual budget, strategic plans, general ledger, accounts, corporate financial statements, and invoicing process.
6. Convene New Island’s Investment Committee or request meetings with the PTC’s Board of Directors, as appropriate.
7. Provide annual comprehensive performance, impact, and valuation reporting for the Trusts, the Foundations, and the CAB’s entire financial situation.

- **Organizational Development & Internal Communications**

1. Work collaboratively with all concerned to solidify and advance the Clients’ vision as well as New Island’s strategic and operational infrastructure.
2. Research, evaluate, and provide thoughtful input regarding best practices as they relate to investment advisory and wealth management operations.
3. Ensure that New Island’s Investment Committee is provided with necessary and appropriate information to make timely decisions concerning governance and management of the organization. Develop and recommend courses of action to New Island’s Investment Committee of the PTC, as appropriate.
4. Develop relevant and concise reporting across investment portfolios to keep Clients apprised of investment performance, and potential current and future impacts to investments, and cash flow.

- **External Matters**

1. Serve as the spokesperson of New Island, acting as the initial point for any inquiries from industry or media organizations.
2. Provide guidance to the New Island team on how to best present the mission, vision, and investment targets of the Company to counterparties and other external stakeholders.
3. Oversee a limited set of outreach tools, including the Company’s website.
4. Maintain and enforce a policy of strict confidentiality as relates to the Clients’ portfolios, the CAB’s personal identity, and the Clients’ financial positions.

The CIO Function

- **Portfolio Management**

1. Implement investment policy statements of the Trusts, Entities, and Foundations.
2. Maintain an in-depth understanding of the desired investment philosophy, vision, and strategy, and collaborate closely with the PTC’s Investment Committee and the New Island

investment team on an ongoing basis in setting impact and investment strategy that is aligned with these objectives.

3. Maintain a thorough understanding of the investment duties and responsibilities of the Trustee with a particular emphasis on risk management.
4. Monitor and recommend adjustments to the Clients' asset allocations to meet risk-adjusted return targets.
5. As needed, provide research, review, and financial analysis to the CAB for those assets held for her benefit outside of any New Island-advised Entity or Trust.
6. Drive the development of a decision framework for investments that can support an efficient and sound execution of the investment strategy.
7. Develop and share investment ideas that capitalize on market opportunities, while appropriately managing risk and liquidity.

- **Investment Operations and Portfolio Management**

1. Work collaboratively with the investment and operations teams, all portfolio companies, and third-party managers to ensure sound investment and portfolio management practices and promote the long-term growth and sustainability of the investment portfolios.
2. Ensure that New Island is appropriately monitoring existing direct investments through consistent proactive communications with management teams. Work with the New Island investment team and Clients to determine the appropriate level of investment monitoring and engagement, taking into account risk management objectives and team bandwidth.
3. Develop and instill professional discipline so investment underwriting, negotiations, and post-investment monitoring can maximize performance, minimize risk, and make it possible for Clients to efficiently execute high-quality investments.
4. Implement robust procedures to govern the valuation oversight process in order to provide Clients reliable fair value marks for all portfolio positions and allow for effective challenge.

- **Deal Sourcing and Due Diligence**

1. Develop and maintain a high-quality and consistent level of deal flow and execute a disciplined and sophisticated due diligence process to vet these deals.
2. Perform appropriate financial and business due diligence on alternative investments including companies, assets, and investment managers. Provide research, analytics, and performance criteria to support evaluation of investment decisions.

[How to Apply](#)

All qualified applicants will receive consideration without discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, disability, or sexual orientation. As an equal opportunity employer that values the organizational benefits of a diverse staff, New Island is committed to identifying and developing the skills and leadership of people with a variety of backgrounds and attributes.

New Island has retained Schaffer&Combs, a certified B Corporation, to support this search. In order to apply, please submit a current resume and thoughtful cover letter [here](#) that explains your interest and outlines your relevant skills and experience.

Please refrain from contacting New Island directly. All inquiries should be directed to Schaffer&Combs at newislandcapital@schaffercombs.com. Applications will be accepted on a rolling basis until the position is filled.