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IMPACT INVESTING HERRICK FELLOW

Job Overview and Requirements

Are you ready to apply your talents to the leadership and growth of an innovative, philanthropic nonprofit in Jackson County? Do you want to work for an organization that connects people and resources to causes that strengthen and build our community? Do you want to be challenged at work, learn new things, and be on the cutting edge of dismantling the inequities in our community? Do you want to have a lot of fun, be inspired frequently, and make a significant impact?

Look no further, the Jackson Community Foundation (JCF) is looking for our very first Impact Investing Herrick Fellow (Fellow) to work with our experienced team to build and develop our existing impact investing policies and practices. With support from the President & CEO and the rest of the team, this person will be responsible for providing organizational leadership and support critical to the successful daily impact investment activities of the Foundation. The Fellow will support the community foundation's mission-driven investment strategies and work to deploy the foundation's capital to create positive, measurable social and environmental change in the local community alongside a financial return. The Fellow will assist in all aspects of the impact investing process, including pipeline development, due diligence, investment structuring, and portfolio management. The role is designed to provide extensive training and practical experience in using investment capital to generate measurable community impact. This fellowship is an opportunity for an emerging professional to gain hands-on experience in the growing field of impact investing and philanthropy, and to demonstrate JCF's values of acting with integrity and transparency, embracing diversity and inclusion, advancing equity, and inspiring partnerships, collaboration and collective impact.

Fellowship Description

The Rural Philanthropy Fellows Cohort is comprised of 15 fellows-12 Ralph C. Wilson, Jr. Foundation Rural Philanthropy Fellows and 3 Herrick Foundation Rural Philanthropy Fellows. Each two-year Fellowship offers a professional a unique opportunity to make meaningful contributions to either Michigan or New York philanthropy and the larger philanthropic community. This candidate could be an emerging or established leader who is passionate about entering the field of philanthropy and having an impact. Through grant support made by the Ralph C. Wilson, Jr. Foundation and the Herrick Foundation, the Fellows will support and be employed by community foundations to support their rural-focused efforts.

How Fellows Benefit as a Member of the Cohort: Beyond direct job experience, the Fellow will also benefit from being part of a larger cohort of Rural Philanthropy Fellows. The cohort will receive ongoing support from a group of philanthropic practice experts via the New York Funder Alliance (NYFA) for those in New York and the Council of Michigan Foundations (CMF) in Michigan:

- Development of skills and knowledge, supported by the Fellowship Cohort learning opportunities and an individualized professional development budget
- Tailored 1:1 networking support to explore potential career paths post-fellowship across the philanthropic sector and adjacent fields. The Fellow will also benefit from attendance at local and national stakeholder meetings and conferences

Our story

The Jackson Community Foundation (JCF) was founded in 1948 by prominent group of local leaders with two very special gifts. During World War II, the families of Lt. John L. Carter and Pfc. John Gilbert Wickwire donated proceeds from life insurance policies purchased in their sons' names, both of whom lost their lives in battle. Those initial gifts totaling $20,000 have grown to over $50,000,000 today. We are experiencing a growth spurt in both assets and relationships. Our Impact Investing Herrick Fellow will work with the rest of our small but mighty team to shape and implement ambitious impact investing strategies throughout Jackson County.

Reports To - President & CEO

Essential Skills, Abilities & Duties

Investment analysis and due diligence (20%)

- Conduct in-depth research and financial analysis on potential investees, including local businesses and nonprofits
- Help assess the social and environmental impact of potential investments, aligning with the foundation's strategic goals
- Support the compilation of due diligence materials for the Impact Investment committee, including financial models, market analysis, and impact projections

Portfolio management (20%)

- Assist in monitoring the financial performance and impact metrics of existing investments
- Prepare regular impact reports to track progress toward established social and environmental goals
- Work with investees to provide ongoing support and collect impact data

Community and ecosystem engagement (20%)

- Engage with local stakeholders, including entrepreneurs, community leaders, and financial institutions, to build the pipeline of investment opportunities
- Represent the foundation at relevant community events and meetings to promote the impact investing program
- Help build relationships with potential co-investors to increase the scale of the foundation's impact

Program strategy and development (30%)

- Contribute to market and sector-specific research to help inform the foundation's impact investment strategy
- Identify opportunities to improve and professionalize internal systems and procedures related to impact investing
- Assist with the development of educational materials for the board, donors, and other stakeholders to increase understanding of impact investing

General Operations (10%)

- Strong analytical skills: The ability to research and synthesize complex financial and impact data
- Excellent communication skills: The ability to clearly and persuasively communicate findings and recommendations, both verbally and in writing
- Passion for impact: A deep commitment to addressing social or environmental challenges through innovative financial approaches
- Detail-oriented: Strong organizational skills and the ability to manage multiple projects efficiently
- Collaborative mindset: The ability to work effectively as part of a multidisciplinary team and with external partners
- Technology adept: Actively engage in maintaining akoyaGO, the JCF database system, which includes preparing reports and keeping records current and accurate
- Integrity focused: Conform with and abide by all regulations, policies, work practices and instructions
- Continuous learning: Participate in ongoing training and education

- Perform other duties as assigned

Our Hiring Process and Timeline

- Send your resume and cover letter to mmoser@jacksoncf.org **no later than Monday, December 1, 2025 at 5:00 PM.**
- We will conduct phone interviews on a rolling basis throughout the timeline and begin in-person one-hour interviews after the deadline.
- Finalists will be invited to a second-round one-hour interview and asked to submit at least two references.
- JCF is an equal opportunity employer. We do not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, board, volunteers, partner organizations, grantees, scholarship recipients, donors, and vendors.

Essential Experience and Knowledge

- A great sense of humor and grace!
- Ideally a minimum of five years of experience in an impact investing related field including but not limited to contract law, traditional investment strategies, community development, or economic development
- Familiarity with financial statements, modeling, and analytical software
- Advanced project management and organizational skills
- Ability to take initiative, work independently and as a member of a team
- Enthusiasm and understanding of the JCF's mission, vision and values
- A strong interest in mission-driven work and community development
- Ability to maintain the highest level of confidentiality and diplomacy regarding all Foundation and constituent information
- Prior experience in finance, investment analysis, or the nonprofit sector is a plus

Compensation and Benefits

- Pay range of $35 to $40 per hour or $72,800 - $83,200 annually based on experience
- Full-time, non-exempt position with a schedule of 36 to 40 hours per week
- We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked
- For new full-time employees, we offer up to 15 days of paid time off (PTO), 13 paid holidays, and 40 hours of paid sick time annually, in accordance with the Michigan

Earned Sick Time Act (ESTA). We also provide a flexible, family-friendly work schedule

- Full-time employees are eligible for a comprehensive benefits package, including medical, dental, vision, life insurance, and both short-term and long-term disability coverage. JCF covers over 80% of the cost of this package for employee-only plans
- For all employees, we offer up to a 5% match for our 401K
- For all employees, we offer a corporate membership to the Jackson YMCA, waiving the join fee and a 15% discount on the membership fee