# Senior Analyst, Investment Operations

W.K. Kellogg Foundation

## About the W.K. Kellogg Foundation

The W.K. Kellogg Foundation (WKKF), founded in 1930 as an independent, private foundation by Will Keith Kellogg, is among the largest philanthropic foundations in the United States. Guided by the belief that all children should have an equal opportunity to thrive, WKKF works with communities to create conditions so children and families can realize their full potential. The foundation is based in Battle Creek, Michigan, and works throughout the United States and internationally, as well as with sovereign tribes. WKKF centers racial equity, community engagement and leadership in its work and invests in community-led efforts that strengthen education, health, food and workforce systems.

**Learn more at** wkkf.org **Download the** Position Description

## Our Vision, Mission & Values

We envision a nation that marshals its resources to ensure that all children have an equitable and promising future – a nation in which all children thrive.

The W.K. Kellogg Foundation supports children, families and communities as they strengthen and create conditions that propel vulnerable children to achieve success as individuals and as contributors to the larger community and society.

The W.K. Kellogg Foundation commits wholeheartedly to these values:

- We believe in helping people help themselves through the practical application of knowledge and resources to improve their quality of life and that of future generations.
- We believe all people have the inherent capacity to effect change in their lives, in their organizations, and in their communities. We respect individuals and value their collective interests, strengths and cultures.
- We believe stewardship requires fidelity to the spirit and to the intent of the founder, and the wise use of resources. We believe in being responsible, prudent, selfless and exercising good judgment.
- We believe innovation of thought and action leads to enduring and positive change in both formal and informal systems.
- We value integrity of purpose and action, and believe it is essential to all of our affairs.

## What We Fund

Children can thrive when surrounded by an ecosystem of support that makes it easy to access quality education, health care and food. Children thrive when parents thrive, so their ecosystem must also include equitable job opportunities and career pathways. Finally, the ability to face the future with confidence, assured of equitable opportunities, rounds out the ecosystem.

Education, health, food and workforce systems are intertwined with community efforts toward racial equity and racial healing in serving what children need to thrive. We aim to support holistic solutions across these integrated systems.


## About Our Workplace

Our community of more than 240 employees brings expertise from a variety of professional and personal experiences. We are inspired by a common mission, shared values, and the difference we can make by working together.

We work throughout the U.S. and with sovereign tribes, concentrating up to two-thirds of our grantmaking in our priority places of Michigan, Mississippi, New Mexico and New Orleans, Chiapas and the Yucatán Peninsula in Mexico and in Central and South Haiti. Our deep history of grantmaking, existing relationships and ability to leverage resources are helping us move the needle in the communities we serve. We are committed to working in our priority places for at least a generation.

WKKF is a mission-driven workplace for highly skilled collaborators who want their work to contribute to a more equitable future for children and families. The foundation values different perspectives, continuous adaptation and investment in its people. Employees are assigned to a WKKF office, and many roles support hybrid work arrangements depending on business and community needs.

## The Opportunity

The W.K. Kellogg Foundation's Investment Office seeks to generate excellent, long-term, risk-adjusted returns that advance the Foundation's mission. Reporting to the Associate Director, Asset Allocation and Risk Management, the Senior Analyst, Investment Operations plays a key role in supporting the operational integrity of the Foundation's investment portfolio. Working closely with the Manager, Investment Operations, and the Analyst, Investment Operations, this role coordinates complex investment operations across public and private market investments, including investment onboarding, cash flows, settlements, data management, operational controls, and reporting. The Senior Analyst helps ensure operational excellence by maintaining accurate investment records, strengthening processes and workflows, supporting governance and compliance activities, and partnering across the investment office and with external service providers to enable efficient, well-controlled investment operations.

## Responsibilities

**Operations & Execution**

- Working within the priorities, procedures, and review framework established by the Investment Operations Manager, coordinate assigned mid- and back-office and administrative processes necessary for implementing approved investment decisions, including onboarding new investments, maintaining existing investments, and terminating investments as needed.

**Data Management & Reporting**

- Maintain assigned investment operations data and document-management processes in accordance with standards established by the Manager, Investment Operations, helping ensure key investment documents, data, and records are accurately retained, organized, complete, and accessible.

**Cash Flow and Activity Support**

- Coordinate the operational processing of approved rebalancing activity, additions, redemptions, purchases, sales, manager fundings, and investment terminations consistent with established procedures and Manager, Investment Operations oversight.

## Requirements

Strong candidates will bring many of the capabilities and experiences below. WKKF recognizes that no candidate is likely to meet every preferred qualification and encourages candidates with transferable skills and the capacity to grow into the role.

### Education and Experience

- A bachelor's degree is required, preferably in investments, accounting, business, or economics.
- A minimum of four years of experience in investment operations, fund administration, asset management, or a related investment-oriented occupation.
- Experience fostering collaborative relationships across diverse cultural and professional backgrounds.

### Core Capabilities

- Manage the account opening, processing, and administrative needs of a complex multi-asset class, global portfolio.
- Knowledge of financial products such as separately managed accounts, commingled funds, limited partnerships, investment agreements, private placement memorandums, and subscription documents related to investments in public equities, fixed income, hedge funds, and private equity partnerships.
- Relevant knowledge of investments, tax, legal, AML & KYC, and operations to fulfill middle- and back-office tasks as needed.
- Learning agility to develop proficiency in relevant investment-related technology systems as needed.
- Ability to effectively communicate (both verbally and in writing) investment operations insights to support the CIO and team goals.
- Familiarity with Northern Trust, BNY Mellon, or similar financial services/custodial institutions is preferred.
- Personal abilities: Absolute integrity, discretion, and commitment to the fiduciary responsibilities of WKKF.

### Desired Qualities & Characteristics

- **Individual agile qualities, characteristics, and leadership dimensions in alignment with WKKF's networked organization:**
  - Shares WKKF's values & DNA
  - Intercultural competence
  - Openness/self-awareness
  - Ego management
  - Systems thinking
  - Unifier
  - Change competence
  - Collaborative
  - Conflict competence
  - Listens well
  - Talent architect/people developer
  - Empowering leadership
  - Trust builder
  - Shared accountability
  - Results-oriented

## Total Rewards, Total Well-Being

Investing in our people means caring for the health, well-being and success of our employees and their families – a precedent set by our founder, Will Keith Kellogg, more than 90 years ago. Today, our Total Rewards package provides top-tier compensation and benefits as we aim to be the best foundation to work for.

**Salary Range**: $103,000 – $128,000 The final offer will be based on relevant experience, skills, internal equity and WKKF compensation practices. The position will also be eligible for a discretionary bonus.

WKKF offers a comprehensive Total Rewards package that goes beyond salary. At A Glance:

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| **Compensation** | Competitive base pay, merit increases, spot bonuses and service awards. |
| **Health & Welfare** | Medical, dental and vision coverage effective on date of hire, plus HSA/FSA options and monthly Choice Credits. |
| **Retirement** | 401(k) with employer match plus an annual employer contribution; 100% vested immediately. |
| **Income Protection** | Employer-paid life insurance and long-term disability coverage. |
| **Wellness** | Health & fitness reimbursement, financial planning support and the LiveWell incentive program. |
| **Extended Programs** | This role is Flexible Work Program eligible (eligibility based on work location), Additional benefits include the Employee Assistance Program, educational reimbursement, adoption assistance, relocation assistance, and more. Employee Assistance Program, educational reimbursement, adoption assistance, relocation assistance and more. |

*To learn more about our comprehensive Total Rewards offerings, please visit the WKKF Careers website.*

## How To Apply

The W.K. Kellogg Foundation has retained Clubb Search Partners to lead this search. To apply, please send your resume and cover letter to our search partners Aaron Clubb at aaron@clubbsearch.com, and Noble Madu at noble@clubbsearch.com. Please use WKKF SA Investment Operations as the Subject Line and include commentary about why you're interested in the opportunity.

## Equal Opportunity Employment

**The W.K. Kellogg Foundation is an equal opportunity employer and welcomes applications from individuals of all backgrounds, identities, experiences, and perspectives.**

The W.K. Kellogg Foundation is committed to advancing diversity, equity and inclusion in our workplace, partnerships and programming. The active pursuit of racial equity, including addressing structural racism and supporting healing, is central to our work. We value diverse backgrounds, identities, perspectives and lived experiences and believe they strengthen our ability to create opportunities for children, families and communities to thrive. We aspire to foster a culture where every person is valued, included and has a sense of belonging.

**Position Description Disclaimer.** The statements in this posting are intended to describe the general nature and level of work performed and are not an exhaustive list of all responsibilities, duties, qualifications or working conditions.