



LYDA HILL PHILANTHROPIES®
LH CAPITAL, INC.

POSITION: Associate

LOCATION: Dallas

Date: February 2024

REPORTS TO: Managing Directors with a dotted line to the COO

ORGANIZATION OVERVIEW:

LH Capital, Inc. serves as the investment arm of Lyda Hill’s family office, as well as the administrative support for Lyda Hill Philanthropies charitable endeavors. Lyda Hill Philanthropies encompasses the charitable giving for founder Lyda Hill and includes her foundation and personal philanthropy. Lyda Hill Philanthropies is committed to funding transformational advances in science and nature, empowering nonprofit organizations, and to improving the North Texas and Colorado Springs communities. Because Miss Hill has a fervent belief that “science is the answer” to many of life’s most challenging issues, she has chosen to donate the entirety of her estate to philanthropy and scientific research.

The organizational ethos reflects a mix of entrepreneurial vigor and a commitment to balancing profit with purpose through its commitment to investing in solutions, as opposed to incremental change. Together LH Capital and Lyda Hill Philanthropies seek to support initiatives that have the potential to impact some of the today’s most pressing challenges, such as food safety and security, water conservation, urban green spaces, medical research, public health, and related efforts.

For more information, visit: www.lydahillphilanthropies.org.

POSITION DESCRIPTION:

We are looking for an individual who can serve as an Associate to review, analyze, and evaluate strategic philanthropic and for-profit investments in collaboration with the organization’s two (2) Managing Directors and the COO. This is a full-time position that requires a hands-on, detail-oriented, self-motivated person who can provide strategic, creative, analytical, and organizational and administrative support. The individual will be responsible for providing support services in connection with the organization’s portfolio of grants and investments, which might include:

- Research prospective grant and investment diligence and monitor the grant and investment statuses, and author investment recommendation memos for review by senior leadership.
- Support the investment decisions of the firm through market research and financial modeling.
- Work with senior leadership in creating strategic frameworks for grant and investment portfolios.
- Support grants administration and reporting process, such as ensuring report summaries are up to date and delivered to executives and improving grant reporting formats across grant categories of Science, Nature, Community, and Nonprofit Empowerment.
- Support monitoring of potential and active grants and investments, which includes

maintaining the grants and investment database, updating content and contacts, and optimizing reporting features.

- Lead collective internal effort to improve internal documentation, communication and reporting on current and new investments, and prepare investment committee meeting materials such as agendas and company overviews.
- Perform due diligence for executive meetings with local and national organizations and individuals who are leaders in philanthropy and venture investing across portfolio categories.
- Participate in and occasionally support scheduling of calls and meetings with grantees and partners, as well as document meeting notes and follow-up activities in Salesforce.
- Create written and other content for executive talking points, pitch decks, meetings with editors and journalists, websites, social media channels, and other media and publications associated with Lyda Hill Philanthropies, Pegasus Park, and the IF/THEN initiative.
- Support internship program for Lyda Hill Philanthropies, refine onboarding materials, and manage interns from application to hiring increase team productivity.
- Support special projects and administrative tasks for the organization more broadly, including but not limited to creating and administering request-for-proposals processes for one-time funding opportunities.

QUALIFICATIONS & EXPERIENCE NEEDED:

- Bachelor's degree is required and M.B.A. is a plus
- Strong financial and investment analysis and Excel modeling skills
- A minimum of 3-5 years of relevant work experience, ideally at a venture capital firm, family office, investment banking, or private equity
- Excellent attention to detail, strong organizational and project management skills
- Ability to work effectively both individually and collaboratively as part of a team; operating style suited to working in a small office setting where teamwork, passion, and resourcefulness are highly valued
- Exceptional judgment and ability to diplomatically manage sensitive materials and situations; must possess a high level of integrity, trust, and accountability
- Excellent interpersonal, verbal, and written communication skills
- Excellent computer skills, including Microsoft Outlook, Excel, Word, PowerPoint, and familiarity with various design software platforms
- Ability to exercise discretion and independent judgement and critical thinking and strategic perspective; proven problem-solving skills, proactive and action-oriented personality with a solutions focus
- Ability to manage multiple concurrent projects and tasks
- Flexibility in approach and willingness to adapt when necessary
- Knowledge of Salesforce is a plus

To Apply: Interested candidates should submit a resume via email to jobs@lhholdings.net.

LH Capital, Inc is an Equal Opportunity Employer