SERVICE DESCRIPTION
INVESTMENT MANAGER

Location	**Tauranga, Bay of Plenty**
Reports to:	**TECT Community Trust - CEO** **BayTrust – CEO**

Overview

The Investment Manager is a contracted role providing specialist investment oversight and support to the TECT Community Trust (TECT), and the BayTrust. The role is focused on overseeing and monitoring the trusts' diversified investment portfolios, supporting their respective Investment Committees, and working closely with their external investment advisors ("the Advisors"):

- **TECT Community Trust** – Frontier Advisors
- **BayTrust** – Cambridge Associates

Time Commitment

- **TECT Community Trust** – 8 hours per week
- **BayTrust** – 8 hours per week

Note: flexibility required as weekly hours may vary

A minimum of **20% of the time** will be dedicated to identifying and implementing collaborative opportunities across similar organisations in the Bay of Plenty to maximise effectiveness, efficiency, and shared impact.

Key Responsibilities

Portfolio Oversight

- Liaise with the Advisors to monitor the investment portfolios of both trusts, ensuring alignment with their respective strategic objectives, investment policy statements, and risk tolerance.
- Collaborate with the Advisors and other external managers to track performance, reporting, and compliance.
- Provide independent analysis, commentary, and recommendations to the respective Investment Committees and Boards, as appropriate.
- Ensure accurate, timely reporting of investment performance and risks.

Governance Support

- Prepare and present reports, papers, and recommendations to the Investment Committees of each trust.
- Ensure all investment activities comply with each trust's governance and policy frameworks.

- Support the ongoing development of Trustees and Trust staff in understanding investment risks, opportunities, and trends.

Collaboration & Innovation

- Dedicate approximately 20% of time to identifying and advancing collaborative opportunities between TECT, BayTrust, and other local funders in investment management and related areas.
- Explore, assess, and recommend regional and national **impact investment opportunities** that may be of interest to one or both of the trusts, ensuring alignment with financial objectives and community benefit.
- Facilitate knowledge-sharing, efficiencies, and joint approaches where appropriate.
- Strengthen strategic alignment and build trusted relationships across both organisations.

External Engagement

- Serve as the primary point of contact between the Trusts and their Advisors.
- Maintain strong professional networks in investment markets and philanthropy.
- Monitor global and domestic market developments, providing insights relevant to the trusts' portfolios.

Key Relationships

- Chairs and members of the Investment Committees (TECT, BayTrust)
- Trustees and Chief Executives of each trust
- The Advisors: Frontier Advisors, Cambridge Associates.
- Other external managers/service providers
- Collaborative working groups across the three organisations
- Local and national impact investment networks

Person Specification

Experience & Skills

- Demonstrated experience in investment management, portfolio oversight, or institutional funds management.
- Strong understanding of diversified portfolios across multiple asset classes.
- Experience in reporting to Investment Committees and / or Boards.
- Proven ability to provide clear, insightful investment reporting to boards and committees.
- Excellent stakeholder management and relationship skills.
- Ability to identify and deliver collaborative opportunities across organisations.
- High standards of integrity, judgment, and professionalism.

Qualifications

- Relevant tertiary qualifications in finance, economics, accounting, or a related discipline.

Schedule of Services
TECT Community Trust

Duration

12-month contract with a 6-month interim review. Ideally, looking to turn into a continuing engagement contract post first year, whereupon TECT's time requirement is likely to increase.

Location

Predominantly working from the TECT Office (The Kollective) in Tauranga, with some work from home flexibility.

Services

- **25%** - Support for the joint BOP Investment Opportunity Committee (TECT, BayTrust, Acorn with Rotorua Trust, Trust Horizon, and Quayside as observers), including but not limited to developing a joint IoC workplan, identifying collaborative investment opportunities, meeting preparation, assisting with joint RFP's and asset class reviews
- **60%** - Providing best practice advice and support to the CEO and the Investment Committee on TECT's total investment portfolio including:
  - Working with and challenging advice from the Trust's Investment Advisors – Frontier Advisors.
  - Monitoring TECT's Infratil Shareholding (17.6m shares)
  - Preparing ad hoc investment committee reports
  - Maintaining knowledge and relationships with the Trusts fund managers (limited administrative or AML responsibilities).
  - Meeting with current fund managers, and prospective managers on behalf of the Trust.
  - Ensuring TECT's processes (with its investment managers, advisor, IC, and the CEO) are best practice.
- **15%** - Assisting the Trust's CEO with managing the Trust's impact investment portfolio (circa $60m), including reporting, performance analysis, and due diligence on future opportunities

Further Information

See 2025 Annual report and website for further information on TECT's investments

https://www.tect.org.nz/trust-reports-and-documents/

https://www.tect.org.nz/our-investments/

Schedule of Services
BayTrust

Duration

12-month contract with a 6-month interim review. Ideally, looking to turn into a continuing engagement contract post first year, whereupon BayTrust's time requirement is likely to increase.

Location

Predominantly working from the BayTrust Office in central Tauranga, with some work from home flexibility and occasional travel around the BOP Region.

Services

- **25%** - Support for the joint BOP Investment Opportunity Committee (TECT, BayTrust, Acorn with Rotorua Trust, Trust Horizon, and Quayside as observers), including but not limited to developing a joint IoC workplan, identifying collaborative investment opportunities, meeting preparation, assisting with joint RFP's and asset class reviews
- **50%** - Providing best practice advice and support to the CEO and the BayTrust IC on BayTrust $270m international diversified investment portfolio, including:
    - Working with and challenging advice from the Trust's Investment Advisors – Cambridge Associations
    - Preparing ad hoc investment committee reports
    - Maintaining knowledge and relationships with the Trusts fund managers (limited administrative or AML responsibilities).
    - Meeting with current fund managers, and prospective managers on behalf of the Trust.
    - Ensuring BayTrust's processes (with its investment managers, advisor, IC, and the CEO) are best practice.
- **25%** - Assisting the Trust's CEO and the Trust's Impact Investment Manager with managing the Trust's impact investment portfolio (circa $30m), including reporting, performance analysis, and due diligence on future opportunities

Further Information

See 2025 Annual report for further information on BayTrust's investments

- https://www.baytrust.org.nz/annual-reports