Administrative Solutions with our OCIO services

Taking care of the operational details,
so you have time to focus on your mission.

Russell Investments

Transform your resource drain to a resource gain

Russell Investments understands that there is more to a well-run non-profit than just a well-managed investment program. That's why we offer our Administrative Solutions in conjunction with our outsourced chief investment officer (OCIO) services.

Our Administrative Solutions are built on the knowledge that you need a holistic, flexible suite of services built to reflect your precise administrative needs and designed to work seamlessly with your existing processes and team. You choose as few or as many of our services as you need to ensure your day-to-day operations run smoothly, and we do the rest. Our team operates like an extension of your staff and helps ensure that every detail is accounted for.

Let us help.

We know it's critical to get your non-profit's administrative and operational details right, but the time and resources you currently devote to this may be keeping you from more strategic, mission focused work.

Not sure which administrative service might best meet your needs?

Here is a sample of some of the resource-hungry areas we can help with.

1. Reporting and document management
2. Supporting your donors
3. Streamlining and automating time-consuming processes

1. Reporting and document management

Board reporting made easy with a single, integrated report

With our Administrative Solutions, board reporting doesn't have to be a grind. We will provide you with a single report that integrates all of your investment program's assets, regardless of investment manager. We provide holistic investment performance reports and accounting statements, which can accommodate your legacy assets, and reflect the results of your total portfolio. Reports are available on-line to you, your staff, committee members, and auditors through our password protected client website.

Reporting customized to your unique needs

In addition to consolidating your reporting, we can also provide customized reporting, based on the needs of your organization. Some of the customized reports we can provide include:

- Risk, spending, and liquidity reporting
- Integrated accounting and performance reporting for your legacy private or illiquid partnership managers
- Reporting on capital calls/ distributions
- Reports providing peer group analysis

Our dedicated team will work with you to make sure you have the information you need, when you need it, to best manage your organization.

Avoid the audit merry-go-round: Send your auditor directly to us

A website dedicated to the needs of our clients' auditors is available 24/7. Here they can find important documents such as annual accounting statements, audited financials, underlying fund holding reports, and SOC 1 reports. Your auditor will also have direct access to your Account Executive. And when you change auditors, you won't lose valuable time onboarding the new relationship; we will provide them with the support they need to effectively leverage our audit services.

2. Supporting your donors

Fundraising is the lifeblood of most non-profits, and we want to ensure your donors have confidence in the stewardship of their gifts. We are available to help design material which clearly represents the investment program in terms the donor understands and assist in discussions with major donors as needed. We can also support your donors through our administrative solutions.

Keep track of and report on each and every detail

The needs of each donor are unique, and we understand that if you have donor advised funds, chapters, sub-accounts, subsidiaries, or distinct departments, you may have unique reporting, tracking and communications needs. We can help you with that. We can:

- Create a customized website that will allow you to track, manage, allocate, and report on the investment details at the donor or sub-account level and will provide around the clock access to account statements
- Create branded statements and web tools that will allow you to communicate more effectively with your donors
- Administer grant requests from donor account holders, provide support for financial advisor service fees, multi-strategy investment allocations, and multi-fund family processing

Planned giving administration

Some of the ways we can help you with your planned giving include: administering charitable remainder & lead trusts, pooled income funds, charitable gift annuities, beneficiary income, and remainder distributions.

Securities gift processing

We coordinate the security gift account set up process which will allow your donors to gift securities directly to you. We will handle the sale, transferring the proceeds into your investment account, and will provide you with the trade details and donor information. All you need to do is thank your donors for their generous gift.

3. Streamlining and automating time-consuming processes

Let us handle all the details

On an ongoing basis, your dedicated Account Executive will manage and oversee all of the daily administrative and operational details. We understand many of the challenges that non-profit organizations face, and our goal is to streamline your administrative processes and move much of the burden from your plate onto ours.

Loan collateral administration

We can help you to satisfy your lender's collateral requirements by segregating a portion of your Russell Investments-managed assets to secure bank financing with ease and efficiency.

Our team operates like an extension of your staff and helps ensure that every detail is accounted for.

Endowment accounting

Automating the process of tracking and reporting multiple endowments or sub-accounts creates great efficiency. We offer unitized or dollar weighted allocation methodologies and we will easily allocate income, expenses, and capital gains/losses across all your sub-accounts. Principal and income attribution and administrative fee support is also available.

Bringing it all under one roof

Our Administrative Solutions are all about taking the burden of operational details off your shoulders–and that starts from "Day 1" as we begin the process of transitioning your investments and services to Russell Investments. We are there every step of the way, focused on the details and working to ensure your transition experience is easy and seamless.

Your dedicated Conversion Manager, supported by many of our subject-matter experts, is focused on establishing your new relationship, portfolios, and services. They are your primary point of contact throughout the process—developing a customized timeline to get you to your target transition date, keeping you continuously updated along the way and coordinating all activities related to your portfolios and services. You don't have to sweat the details. *That's our job*.

Your Dedicated Team

Your Account Executive

Providing daily oversight, operational excellence

Custody Services	Audit Assistance & Regulatory Reporting	Accounting and Performance Reporting
Customized Secure Online Client Portal	Planned giving Administration	Securities Gift Processing
Loan Collateral Administration	Donor Accounting and Custom Donor Communications	Endowment/ Sub-Accounting

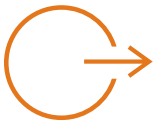
Your Conversion Manager

Coordinating all activities related to the transition of your investments and services

Legal Agreements & Documentation	Weekly Status Updates & Periodic Conference Calls	Transition Services
Audit Reconciliation	Account Structure & Set Up	Vendor Coordination
Custody Services	Client Retention & Set-Up	Establishing Trading Procedures

Russell Investments

To find out more about our Administrative Solutions, and the ease with which we can tailor them to your needs and deliver them to your organization contact us by phone or visit our website. We look forward to being of service.



Where to next?

Call Russell Investments at **866-739-7979**
or visit **russellinvestments.com/nonprofit**

About Russell Investments

Russell Investments is a leading global investment solutions partner providing a wide range of investment capabilities to institutional investors, financial intermediaries, and individual investors around the world. Since 1936, Russell Investments has been building a legacy of continuous innovation to deliver exceptional value to clients, working every day to improve people's financial security. Headquartered in Seattle, Washington, Russell Investments has offices worldwide, including: Dubai, London, Mumbai, New York, Paris, Shanghai, Sydney, Tokyo, and Toronto.

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