

JOB DESCRIPTION

JOB TITLE	DEPARTMENT
Investment Analyst	Investments

REPORTING TO	# OF DIRECT STAFF
Chief Investment Officer	0

HOURS & DAYS PER WEEK	TRAVEL REQUIREMENTS
9:00 a.m. – 5:00 p.m. Monday to Friday in office	Occasional

SALARY RANGE (ESTIMATED)	BENEFITS
\$150,000 to \$250,000	Competitive benefits package

POSITION OBJECTIVE

The Investment Analyst will support the Investment Team with limited securities trading, cash management, performance reporting, and manager relationship oversight. The ideal candidate will have a strong understanding of securities trading, investment reporting, and performance measurement methodologies, as well as experience with private assets, including their legal documentation and valuation considerations.

KEY RESPONSIBILITIES

- Execute and reconcile limited securities and fund trades under direction from the Investment Team, ensuring accuracy and compliance with investment objectives.
- Support daily liquidity management, including cash flow forecasting, settlement coordination, and capital activity tracking.
- Compile periodic investment performance reports, including benchmark comparisons, and performance commentary.
- Maintain and update analytical models used for tracking performance, exposures, and allocations in Excel and other reporting tools.
- Coordinate with custodians and banks to manage account openings, wire instructions, and position reporting.
- Assist with documentation for external managers and counterparties.

- Collaborate with Finance Department to ensure accurate data flow between internal reports and investment reporting.

EDUCATION &/OR EXPERIENCE REQUIREMENTS

- Bachelor's degree or higher in Finance, Economics, Accounting, or a related field.
- Approximately 7-10 years of experience in investment operations, trading support, treasury, or fund accounting.

QUALIFICATIONS / SKILLS

- Proficiency in Excel, Bloomberg, and performance analytics tools (e.g., Solovis, eVestment).
- Familiarity with investment performance measurement and basic return calculations (time-weighted and IRR).
- Strong understanding of investment and bank processes such as trade settlement, wire transfers, and reconciliation.

COMPETENCIES / PERSONAL TRAITS

- Demonstrates strong personal integrity and commitment to ethical practices.
- Works effectively both independently and as part of a collaborative team, demonstrating adaptability.
- Excels in prioritizing and executing tasks in high-pressure, fast-paced environments.
- Maintains confidentiality with tact and discretion, ensuring trustworthiness in sensitive matters.
- Flexibility and adaptability: Comfortable with evolving responsibilities and changing organizational priorities.
- Demonstrates approachability and friendliness, fostering positive and collaborative relationships within the workplace.
- High attention to detail, strong organizational skills, and disciplined follow-through.
- Effective written and verbal communication skills, with the ability to interact professionally with investment managers and banking partners.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

Applicants must be legally authorized to work in the United States, either as a citizen or permanent resident.