

JOB TITLE: Investment Analyst
DEPARTMENT: Investment Office
REPORTS TO: Managing Director, Investments



Position Summary

In this generalist role, the Investment Analyst is responsible for applying quantitative skills, experience, and informed judgment to enhance the performance of the endowment portfolio. Specific responsibilities include **portfolio analytics**, model-building and forecasting; **manager due diligence**, including identifying and sourcing new investment opportunities, researching prospective investment managers, and evaluating managers' absolute and relative performance; and portfolio, asset class, and manager level **risk management**, including development of tools to measure alternative betas, optionality, illiquidity, counterparty risk, and other alternatives-centric risk factors; as well as **special projects** that arise.

Position Duties and Responsibilities

Analysis and Due Diligence (60%)

- At the portfolio and asset class levels, provide analytical support for and coding of quantitative measurement and reporting systems; reporting on risk factor exposures (such as market exposure, leverage, portfolio concentrations, and correlations) and risk-adjusted performance measures; and running stress tests and scenario analyses.
- At the manager level, responsible for analyzing embedded risks and biases in manager return histories; measuring and forecasting manager performance both in absolute terms and relative to peers; highlighting abnormal manager under- or outperformance; and measuring, evaluating and monitoring active risk of managers.
- Work with the team to provide quantitative analytical support (model building) and capital markets research to assist in capital allocation and rebalancing decisions. Create and maintain systems to capture and analyze relevant financial data.
- Assist the team in evaluating existing managers, identifying new investment opportunities, conducting due diligence on prospective investment managers, negotiating the terms of the Endowment's investments, and monitoring the performance of all such managers.
- Complete special projects, including research of opportunistic investments, alternative portfolio design and construction, performance attribution, and key drivers of returns.

Communications (20%)

- Prepare reports and other materials on investment activities for presentation to the Director, the Finance Committee, and the Board of Trustees.
- Formulate and effectively communicate recommendations and results on potential investments.

- Contribute on an ongoing basis to discussions with senior investment staff regarding capital allocation and strategy for the Endowment and manager hiring and termination decisions, in all asset classes within the Endowment.

Sourcing (10%)

- Provide detailed review and extensive analysis on potential investments, including track records, markets, and financials.
- Establish quality peer networks, including analysis of peer institutions' best practices.

Operations (10%)

- Correspond with Investment Managers to smoothly handle operational issues.
- Prepare monthly reports to be distributed both internally and externally.

Skills and Abilities

- Strong understanding and practical knowledge of alternative investments, direct portfolio and/or risk management experience a plus.
- Ability and confidence to engage at high levels of discourse and debate on asset allocation and risk issues with senior investors at managers and peer institutions.
- Detailed knowledge of academic and practitioner literature on risk measurement and management, asset allocation, economic and/or asset class forecasting.
- Exceptional written and verbal communication skills.
- Ability to work effectively independently, as well as in a team environment. Confident but humble and collaborative interactions with team members and partners.
- Ability to manage multiple tasks and projects with flexibility and detail orientation. Able to prioritize, work under pressure, and meet short deadlines.
- Maintain a high degree of confidentiality in all matters related to the Investment Office, and all matters requiring sensitivity and discretion.

Supervisory Responsibilities

- None

Education, Experience and Knowledge

- Bachelor's degree required, with background in Science, Technology, Engineering, Finance, Economics, Statistics, or Mathematics a plus. CFA and/or CAIA a plus.
- Zero to five years of experience in multi-asset class asset allocation, portfolio management, and risk management, including strong quantitative and modeling skills.
- Expertise using Excel required (coding experience a plus), PowerPoint a plus.
- Previous experience modeling of various investments, portfolio simulations, scenario analysis, stress testing, risk modeling, capital markets a plus.