

Investment Portfolio Manager, Endowments & Foundations

POSITION DESCRIPTION

Commonfund seeks to hire a Director or Associate Director to act as the investment officer and assume investment- and client-related responsibilities within the Outsourced Chief Investment Office (OCIO) Team. The OCIO Team provides total portfolio solutions for its advisory client relationships. It is a highly visible position and critical to the success of the organization and its growth. The successful candidate will be expected to work collaboratively with others in the manager research, sales and service, and operations teams to provide high-quality, timely, and complete responses to our clients and must possess the ability to present in a Committee meeting, facilitate discussion, and aide in decision making.

PRIMARY RESPONSIBILITIES:

- Develop presentation materials for and present at clients' quarterly investment committee meetings
- Respond to inquiries and analytic requests from clients in a timely and accurate manner
- Provide strong quantitative and analytical skills to support the OCIO team
- Undertake portfolio evaluation and analysis of client accounts
- Responsible for month-end portfolio review, rebalancing client portfolios, and cash flow analysis
- Generate asset allocation recommendations for current and prospective institutions by using portfolio modeling applications
- Assist with ad-hoc project requests from clients and senior staff
- Develop an in-depth knowledge of Commonfund's investment strategies and programs through collaboration with manager research teams

PREFERRED BACKGROUND:

- Four-year college degree
- Holds or plans to pursue an MBA, CAIA or CFA designation
- 4-7 years experience in the investment industry specifically related to directly managing total portfolios
- NASD Series 7 and 63 licenses or to be obtained within 90 days of employment
- Strong analytical/problem solving skills, including use of spreadsheet/database software for quantitative analysis

- A strong proficiency with Microsoft Office programs including Excel, Word, and PowerPoint
- Knowledge of capital markets and asset management landscape
- Demonstrated ability to complete assignments independently and on a timely basis
- Desire to work in a team environment with a strong work ethic
- Strong verbal, written communication, and presentation skills
- Ability to handle multiple responsibilities
- Strong independent initiative and proactive problem solving skills
- Desire and willingness to travel up to 15%

This position can be based in any of our three offices, NYC, Wilton, CT or San Francisco, CA. In addition, fully remote candidates will be considered.

Interested candidates should email a resume and cover letter to careers@commonfund.org