

Investment Analyst - Investment Office Tufts University

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Posted Aug. 9, 2022, set to expire Dec. 22, 2022

Job Title	Investment Analyst - Investment Office
Department	Investment Office
Institution	Tufts University Boston, Massachusetts
Date Posted	Aug. 9, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
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Job Description	

Overview

In conjunction with the Trustee Investment Committee, the Investment Office manages the University's long term investment assets. The Office is responsible for all investment and operational aspects of this function including asset allocation, portfolio construction, investment manager due diligence, monitoring, and performance measurement.

What You'll Do

This is a 2-year limited term position from June 1, 2023 - June 30, 2025.

The Investment Analyst will support the investment team in the due diligence and monitoring of investment managers as well as asset class and portfolio construction research. The Analyst will have the opportunity to work with all team members across all asset categories (i.e., marketable securities, private equity/venture capital, private diversifiers, and impact investments), and thereby develop a

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broad understanding of the investment management industry.

Essential Functions:

- Maintain, enhance, and document current manager performance and risk monitoring systems.
- Conduct quantitative due diligence on potential manager performance and risk metrics.
- Support investment staff in landscape of investment opportunities, review of investment proposals, asset allocation, and investment white papers.
- Conduct research on market conditions and macroeconomic outlook and present findings to staff.
- Participate in and contribute to investment staff portfolio planning meetings and analyst group meetings.
- Highly encouraged to sit for a Chartered Financial Analyst (CFA) exam once per fiscal year; the department will provide financial support for the first examination at each level.

What We're Looking For

Basic Requirements:

- Bachelor's degree, preferably in a quantitative field of study.

Preferred Qualifications:

- Tufts graduate highly preferred.
- Strong computer and systems skills, including excellent skills in the Microsoft Office suite and Salesforce.com; knowledge of various computer languages and statistical programs, as well as investment monitoring programs (eVestment, Caissa, Burgiss).
- Must be willing to pursue the "Chartered Financial Analyst" designation during the appointment.
- Superior organizational skills and attention to detail.
- Strong work ethic that combines accuracy and speed; high productivity is a must.
- Proven capacity to multi-task, deliver results and respond quickly and effectively to requests.
- Strong academic record exhibiting excellent analytical ability, strong financial modeling, and quantitative skills.
- Excellent written, verbal communication and presentation skills. Superior ability to present and communicate quantitative information.
- Willingness to share ideas in a group setting; creative thinker, quick learner, with initiative and drive.
- Highest ethical standards: maturity and integrity required to work with sensitive/confidential information.
- Strong team player, collegial attitude; willing to perform a wide range of tasks.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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