

Senior Investment Operations Officer
Tufts University

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Posted Aug. 21, 2024, set to expire Jan. 3, 2025

Job Title	Senior Investment Operations Officer
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/20870?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

Tufts University

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In the years since its founding in 1852, Tufts University has earned a distinctive reputation as a blend of both research university and liberal arts college. Today, Tufts educates approximately 12,000 students, almost equally divided between undergraduate and graduate students, across eight schools—Arts and Sciences, Dental Medicine, Engineering, Biomedical Sciences, Global Affairs, Medicine, Nutrition Science and Policy, and Veterinary Medicine—and a College of Civic Life. Tufts leads one of the most selective undergraduate programs in the country and several highly distinguished graduate and professional schools. Through teaching, research, and civic engagement, Tufts is committed to developing influential leaders who are poised to address the increasingly complex challenges of the world.

The Tufts Investment Office, located in downtown Boston, oversees three distinct pools of capital, incorporating endowment and other long-term assets critical to the university, and is led by Chief Investment Officer Craig Smith. In conjunction with the university's highly skilled Investment Committee, Tufts Investment Office is responsible for all investment and operational aspects of running these portfolios, including asset allocation, portfolio construction, investment manager due diligence and selection, monitoring, portfolio analysis and reporting.

What You'll Do

The Opportunity

Reporting to the Director of Operations and Risk, the Senior Investment Operations Officer will collaborate with members of the investment office, University leadership and the Investment Committee in the management and oversight of the university's long-term investable assets. The position is expected to be based in the Boston office with one remote day per week and some domestic and occasional international travel.

The Senior Investment Operations Officer is expected to have a strong working relationship with external investment managers and service providers, some of whom may already have an existing relationship with the university. A key aspect of the Senior Investment Operations Officer role is the ability to partner with all members of the investment office and other University teams to drive strong operational efficiencies and controls. Qualified applicants for the role should have demonstrated experience in managing finance, accounting, investment practices, budgeting, internal control, tax and reporting.

The Senior Investment Operations Officer will be an accomplished professional with an outstanding track record of success who brings significant operations and leadership experience gained from working on sophisticated pools of assets in an endowment, foundation, investment consultancy, family office or investment management firm.

It's a great time to be at Tufts. The leadership team is engaged, empowered and unified. An incoming Senior Investment Operations Officer should view this as an outstanding opportunity to have real impact and help lead a sophisticated investment program, work with highly talented and committed colleagues and contribute to the growth of a top-tier academic institution and secure its financial future.

Principal Duties and Responsibilities:

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- Oversight and execution of efficient operations for the entirety of Tufts investment portfolio including liquidity monitoring to honor capital activity and expenses, the timely and accurate processing of cash movements, detailed and accurate reporting and analysis, and compliance with all policies and procedures
- Establish and maintain internal controls and processes to ensure the accuracy and integrity of investment data and records
- Establish and manage ongoing relationships with custodial banks, brokerage firms, consultants, vendors, and auditors
- Measure and evaluate critical operational and functional processes; identify opportunities for improvement and best practice implementation, leading to streamlined workflow, operational efficiencies, and cost reductions
- In partnership with other members of senior leadership team, anticipate, identify, and help solve operational problems, issues, obstacles, and barriers across all operations
- Ensure that the effectiveness and efficiency of operational systems and processes are assessed and that areas where improvements are needed are identified and support the development and implementation of those improvements; participate in and support change management
- Establish and maintain all authorizations to do business, including AML documentation in all countries and local jurisdictions in which Tufts invests
- Oversee operational due diligence, in coordination with external service providers and other members of the senior team, coordinate the review of operational controls and risks on existing and potential investment vehicles in the Tufts' investment pools
- In partnership with the University tax department, ensure accurate tax reporting of investment pool assets and work with team members to ensure investing is executed in the most tax efficient structure
- Engage with industry professionals and peers and keep up to date with new processes, technology, and services

What We're Looking For

Basic Requirements:

- Bachelor's degree required
- Strong academic and professional credentials, including seven or more years of relevant experience with sophisticated, multi-asset portfolios
- Knowledge of various asset classes, investment operations, investment processes and performance calculations
- Strong leadership and communications skills that allow for effective communication (including executive level management) and project leadership
- Keen planning, organizing and negotiating skills
- Capable of working in a dynamic environment, multi-tasking, dealing with uncertainty and adapting to change
- Solutions oriented with a high level of attention to detail
- Ability to direct and challenge third party service providers
- Ability to delegate and train individuals
- Broad knowledge of accounting practices and procedures and investment related regulatory requirements (ERISA, DOL, IRS, SEC, FASB, NRC, FERC, etc.)
- Experience with Bloomberg, Caissa (or comparable performance management system), Burgiss, and/or Bank of New York Mellon's Nexen portal is a plus

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- Existing relationships with industry peers as well as knowledge and relationships with a broad array of operations leaders in the industry
- Willingness to lead or assist on efforts to build out the investment office capabilities
- Unquestioned integrity and the highest ethical standards
- A commitment to a culture of excellence
- Talented and ambitious yet displays humility
- Curious, proactive mindset with an ability to pivot
- Team-oriented and inclusive, collegial style
- Foresight and pragmatism
- Proclivity for simplifying, prioritizing, and streamlining complex processes and issues
- Outstanding communication skills with a diplomatic manner
- A passion for education and a commitment to the mission of the endowment

Preferred Qualifications:

- CPA or CFA (or other related advanced degree) beneficial, but not required

Pay Range

Minimum \$152,050.00, Midpoint \$190,050.00, Maximum \$228,050.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact