

Investment Analyst Tufts University

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Posted Sep. 16, 2024, set to expire Jan. 26, 2025

Job Title	Investment Analyst
Department	Investment Office
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/20938?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
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 limited term position that will start in June 2025 and has an end date of June 30, 2027, with the possibility of extension/promotion after that time.

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

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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 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.

What We're Looking For

Basic Requirements:

- Bachelor's degree required (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; knowledge of various computer languages and statistical programs, as well as investment monitoring programs (eVestment, Caissa, Burgiss, Backstop).
- 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.

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- Willingness to remain in the role for two years with the possibility of extension/promotion after that time.

Special Work Schedule Requirements:

- Travel between campuses and occasional domestic travel.

Pay Range

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

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