

INVESTURE, LLC

ASSOCIATE – DATA & MODELING ANALYTICS

The Company

Based in Charlottesville, Virginia, Investure was founded in 2003 and serves as the outsourced investment office for a select number of endowments and private foundations. Managing assets of approximately \$13.5 billion on behalf of 15 client relationships, Investure is responsible for asset allocation, portfolio reporting, and investment/manager selection across a broad range of asset classes, including credit, equities, and alternative investments (hedge funds and private equity). Investure is a registered investment adviser.

Job Summary

This professional will be an integral member of Investure's Data Analytics Team. Reporting to the Chief Data Officer, this position will be primarily responsible for developing internal data and Investment models to support the business needs of the organization. This person will also help to identify and implement the right toolsets to expand the Team's quantitative capabilities and output. Travel will be approximately 5% of the time, mostly for occasional meetings & conferences. Successful candidates must be self-starters with the ability & confidence to expand on assigned work. They will collaborate across the organization but most frequently with the Technology and Investment Teams. Primary responsibilities are as follows:

- Be responsible for a set of monthly & quarterly performance reports to the clients and to internal stakeholders
- Review Investment team data models, and present re-design proposals and opportunities
- Provide back up support to other members of the Data Team and support all aspects of the team's output
- Train, mentor and manage new analysts that rotate through the Analytics group
- Handle ad-hoc projects and lead assigned data projects as needed
- Provide support to reconciliation efforts to ensure data quality
- Partner with the Technology team on the implementation of new tools and tool integration into the wider data framework

Education, Experience & Skills

- Ideally at least 8 years of relevant work experience in alternative Investment industry, with the majority of those years focused on data projects & model building; two to three years of leadership experience ideal
- Bachelor's degree with proven academic achievement required; a math focused degree in math, science, computer science, economics or finance preferred; CFA or MBA useful but not required
- Proficient using standard office software such as Word, PowerPoint, Outlook
- Extreme power user of Excel, and advance usage of VBA/Access; Database design & architecture experience and basic knowledge of SQL required; familiarity with Python and R a plus
- Knowledge of alternative investment industry products (fixed income/derivatives), HF/PE structure, GIPS performance standards and performance metrics used in the industry is a plus
- Experience in project management, with skills necessary to interpret what is needed for the success of a project and to create appropriate schedules for timely delivery
- Experience collaborating in a multi-disciplinary, diverse and dynamic team
- Proven success thriving in a fast-paced environment with focus on teamwork and client service
- Ability to handle confidential and sensitive information with a high degree of professionalism

Guiding Principles

- **Integrity:** Demonstrates unquestioned ethics and credibility. Strives to exemplify the highest ethical standards in both work and personal lives
- **Excellence:** Has exceptional work ethic. Works both hard and smart. Demonstrates continuous self-evaluation of successes and failures
- **Service:** Puts others first. Illustrates mission driven outlook and approach
- **Stewardship:** Puts long-term interests above short-term goals. Focuses on the greater good

- **People:** Demonstrates passion and excellent judgment. Treats others with respect, helps when and how needed, and is respectful of the needs of others
- **Teamwork:** Takes a collaborative and selfless approach. Operates under the “Golden Rule”
- **Humility:** Comfortable with being wrong. Seeks to learn from mistakes. Willing to do anything necessary to get the job done. Treats all as equals

ASSOCIATE

- **Accuracy:** Identifies and corrects mistakes; does not repeat past mistakes; demonstrates attention to detail
- **Team Orientation:** Comfortable taking direction or taking the lead; receptive to feedback
- **Process Management:** Ability to train, review and provide feedback on established competencies and tasks
- **Communication:** Demonstrates excellent written and verbal skills; clear, concise and appropriately persuasive
- **Planning:** Highly organized; can attend to a broader range of activities simultaneously; works autonomously with little direction required
- **Adaptability:** Self-directed learner; embraces and manages change
- **Relationship Management:** Ability to manage professional relationships with ease and finesse
- **Expertise:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; provides depth and expertise in focus area
- **Judgment:** Demonstrates good decision-making based upon a mixture of analysis, wisdom and experience; considers organizational impact