

INVESTURE, LLC

DIRECTOR OF PORTFOLIO MANAGEMENT OPERATIONS

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 individual will serve as the right hand to the Chief Investment Officer (“CIO”) in keeping day to day portfolio management activity running smoothly. They will manage overlay exposures for Investure Funds and Investure clients, including overseeing outsourced execution managers, month-end transaction planning and processing, client spending budgets, spending and cash flow models, transition of client portfolios, daily cash reporting, and related projects on an ad hoc basis. This person also will be responsible for managing administrative aspects of the investment team meeting process. They will partner cross functionally and will work with the CIO in all phases of implementing client portfolio management. Candidates must be innately curious and have a broad world view and skill set, including an understanding of macroeconomics and demonstrated modeling/research skills. Cultural fit is also very important. Understanding of market convention and operational complexity across a wide range of instruments is a must.

Essential Functions

- Support all aspects of the investment decision-making process and the details and front office processes related these decisions
- Analyze and track existing cash management and overlay investments, including support on client fixed income portfolios from time to time;
- Oversee outsourced execution managers and interface with other market counterparties; coordinate on operational aspects of trading activity with Investure’s back office Manage Portfolio Analytics around areas of responsibility, including interfacing with Investure’s back office, as needed
- Oversee client cash and exposure per CIO’s predetermined thresholds
- Coordinate the month-end client transaction process
- Collaborate with the CIO on client liquidity planning; direct the process for all client-related transactions
- Maintain client spending budgets
- Provide quarterly liquidity estimates for public positions
- Manage and provide sign off on daily cash report, quarterly Exposure report and sign trade blotters
- Participate in Best Execution compliance activities
- Provide oversight for the client cash and liquidity dashboard
- Manage monthly counterparty reporting on fund performance and liquidity
- Service as primary contact with Bloomberg and other service providers
- Monitor markets, initiate and evaluate possible strategies for the firm to use to enhance or protect client returns; flag risks, opportunities, and trends for the CIO
- Provide Leadership for and day to day management of analyst pool
- Partner with the General Counsel in regards to regulatory considerations; keep the team informed
- Lead all client portfolio transitions and the necessary coordination with internal and external parties
- Coordinate with back office personnel on any trading and/or performance reporting related requests or issues

- Collaborate with Client Relations on presentation and material preparation; as needed, participate in client discussions regarding the portfolio and spending
- Plan and coordinate investment team meetings and research offsites
- Handle other ad-hoc projects as the CIO delegates

Education, Experience & Skills

- Bachelor's degree required; finance, math or business degree preferred
- 8 – 10 years' professional work experience with broad exposure to capital markets
- Market-facing and portfolio management experience a plus
- CFA and/or CIPM certifications a plus
- Proficient using standard office software such as Word, PowerPoint, Excel, Outlook
- Must be proficient in Excel modeling
- Experience collaborating in a multi-disciplinary, diverse and dynamic team
- Success thriving in a fast-paced environment Demonstrated organizational and execution skills; strong attention to detail

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

Position Based Competencies

- **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:** Creative and innovative thinker who can simplify and improve complex procedures
- **Communication:** Excellent interpersonal skills; professional and diplomatic demeanor
- **Planning:** Can orchestrate multiple activities at once to accomplish a goal; accurately scopes tasks and projects
- **Adaptability:** Self-directed learner; effectively and positively embraces and manages change
- **Relationship Management:** Negotiates skillfully in tough situations with both internal and external groups; ability to establish strong rapport across all levels
- **Expertise:** Has experience and knowledge to oversee a function with a high level of accomplishment; able to successfully direct and guide department efforts
- **Problem Solving:** Strong analytical skills; Seeks input and builds consensus to drive team to desired solution
- **Judgment:** Demonstrates good decision-making based upon a mixture of analysis, wisdom and experience; considers organizational impact
- **Servant Leadership:** Serves other first, then aspires to lead; develops colleagues, coaches and unleashes the energy and intelligence of others.
- **Partnership Mindset:** Defines success in terms of the whole team, treats each other as partners and encourages collaboration and openness.