

INVESTURE, LLC

INVESTMENT ANALYST

Investure was founded in 2003 and is located in Charlottesville, VA. It serves as the outsourced investment office for 15 endowments and private foundations, managing approximately \$13 billion in assets. Investure is responsible for asset allocation, portfolio reporting, and investment/manager selection across a broad range of asset classes, including: public equity, hedge funds, private equity, venture capital, real assets, credit, and fixed income. Investure's culture emphasizes learning and employee empowerment. Investure is a registered investment advisor.

Job Summary

The Investure Analyst program provides a broad introduction to institutional investing and portfolio management, including investment diligence and decision making. Investment Analysts provide a range of critical analytical support which includes working directly with the investment team on client presentations, data collection and processing, and portfolio and manager analytics. Work is initially comprised of internal analytical functions but ultimately progresses to be primarily investment diligence support. Throughout the program, Analysts will attend investment team meetings, work with senior members of the investment team, and gain exposure to world class investors. The ideal candidate will possess excellent academic credentials, strong excel skills, an interest in investing, and a natural focus on improvement. Investment Analysts must be detail-oriented, possess a high level of maturity, have a service mindset, and align with our Guiding Principles. The program is structured to be a 3 year commitment and we are currently seeking an Investment Analyst with 1-2 years of experience.

Essential Functions

- Create, maintain, and improve existing internal analytics (both reports and models)
- Assist in client service functions, including the design and preparation of client meeting materials, client reporting, and other ad hoc client analytical needs
- Train and support junior analysts to insure smooth, high quality transitions of work year-over-year
- Support the investment and operations teams in all aspects of the investment process with a focus on portfolio risks and monitoring
- Assist with ad hoc research and investment related projects as needed, including the evaluation and monitoring of investment opportunities
- Travel as necessary for manager meetings, conferences, and events

Education, Experience, & Skills

- Minimum 1-2 years of work experience, preferably with quality exposure to financial analysis
- Bachelor's degree, preferably in a quantitative or business field of study
- Strong excel and modeling skills

Application Process

In addition to a resume, interested candidates must provide a cover letter explaining why they are interested in working at Investure and in the field of investment management. Please visit our website at www.investure.com and submit your resume/cover letter to careers@investure.com.