

# INVESTURE, LLC

## MANAGER SELECTION TEAM, INVESTMENTS

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### 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 13 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, private equity, venture capital). Investure is a registered investment adviser.

### Job Description

This professional will be a core member of Investure's Manager Selection team and will work to identify, evaluate, select, structure, and monitor investments globally across a range of asset classes and opportunity sets. Investure operates with a long-term, ownership-oriented, fundamental investment philosophy, and this person will contribute to the execution of that philosophy through a combination of (i) creating and sourcing investment opportunities, (ii) underwriting and executing due diligence, (iii) monitoring existing investments and portfolio exposures, and (iv) contributing across the functions of the investment team and the organization at large.

Candidates must be innately curious, self-catalyzing, and open-minded. The ideal candidate will demonstrate a strong work ethic, a passion for investing, the ability to execute with a balance of creativity and discipline, and the ability to lead and network effectively. Cultural fit, humility, and maturity are imperative. This professional must be able to travel frequently even on short notice.

To apply, submit your resume and a cover letter outlining your qualifications/experience, areas of interest, and an investment idea or theme that is currently top of mind (please keep this brief) to [careers@investure.com](mailto:careers@investure.com).

### Essential Functions

Responsibilities of the role include, but are not limited to:

- Source and maintain investment manager relationships and identify/create investment opportunities:
  - Build relationships outside Investure's current network;
  - Identify and study areas of potential opportunity and/or market turbulence;
  - Track and build relationships with managers and comparable organizations previously identified.
- Diligence investment managers and opportunities:
  - Independently analyze markets, investment strategies, and potential investment ideas;
  - Lead an investment idea from sourcing through closing and ultimate realization;
  - Develop and communicate investment thesis tenets, key risks, and underpinning analyses;
  - Vet a manager's investment process and key employees;
  - Analyze and decompose prior returns and track record;
  - Complete diligence calls and meetings;
  - Structure, model, evaluate, and negotiate term, fee, governance, and liquidity structures and/or changes in investment terms;
  - Review and record all due diligence materials;
  - Formulate and present investment ideas and analysis to the Investment Team and CIO;
  - Write investment memorandum for internal and external distribution.
- Portfolio Monitoring and Reporting:
  - Track and evaluate significant portfolio developments and evolution;
  - Monitor and engage with existing investment partnerships;
  - Collaborate with operations and legal teams to evaluate and process legal amendments;
  - Contribute to the development of client analyses, communications, and presentations as necessary;

- Assist with *ad hoc* investment research and investment-related projects as needed;
- Extensive travel is required.

Responsibilities will ultimately be commensurate with the professional's experience and demonstrated faculties and judgment.

### Education, Experience & Skills

- Bachelor's degree required; finance, math or business degree preferred; MBA and/or CFA a plus;
- 4 - 10+ years of finance or investment experience required, including due diligence and underwriting experience;
- Familiarity with investment legal documentation and negotiations;
- Excellent quantitative aptitude and the ability to think abstractly;
- Able to handle confidential and sensitive information with a high degree of professionalism;
- Able to lead or support an investment process from start to finish;
- Experience collaborating in a multi-disciplinary, diverse and dynamic team.

### 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 the team mission and clients 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.

### 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. Doesn't require constant direction.
- **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.
- **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.