

# INVESTURE, LLC

## INFORMATION TECHNOLOGY ASSOCIATE

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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 discretionary assets of approximately \$13.5 billion on behalf of 14 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 Reporting & Analytics - Technology Team. Reporting to the Director of Technology, the essential tasks of this position are as follows:

- Responsible for network, desktop, and systems administration and related technical support
- Manage information security policies and procedures and review logs to support compliance
- Collaborate with internal and external parties to implement and manage technology solutions and systems
- Responsible for employee setup, access changes, and termination-related technology tasks
- Lead Business Continuity program development, exercises, and execution
- Design and lead employee awareness programs related to technology solutions and initiatives
- Responsible for technology related aspects of vendor due diligence

### Education, Experience & Skills

- Minimum of five years of network and systems administration, ideally within an asset management organization
- BA required, a focus on computer science and systems preferred
- Experience managing a Microsoft infrastructure enterprise including Office 365, Active Directory, and group policies
- Experience using batch and PowerShell scripts
- Experience using information security frameworks a plus
- Experience collaborating in a multi-disciplinary, diverse and dynamic team
- Success thriving in a dynamic environment
- 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
- 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

### 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:** 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