

INVESTURE, LLC

INVESTMENT ANALYST

Investure is a recognized leader in the endowment and foundation investment management industry, having pioneered the full-service outsourced investment office model. We are focused on the investment management needs of non-profits, serving as the investment office for twelve prestigious colleges and foundation relationships. Investure currently manages approximately \$13 billion (preliminary as of March 2019) across a variety of asset classes. We seek to build long-term relationships with our clients by bringing the distinct capabilities and advantages of a larger investment office to mid-sized endowments and foundations. Investure is a registered investment adviser.

Investment Analyst Program 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, an interest in investing, a natural focus on improvement, and strong excel skills. 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.

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 and Experience

- Bachelor's degree, preferably in business or a quantitative field of study
- Past investment experience is preferable but not required
- Mandarin speaking a plus

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

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. Resumes without a cover letter will not be considered. Please visit our website at www.investure.com and submit your resume/cover letter to careers@investure.com.