

Investment Analyst Job Description

Job Title: Investment Analyst
Reports to (Title): Director of Investments
Department: Investment Office
Division: President's Office
Revision Date: June 2021
Location: Minneapolis, MN

The Investment Analyst position is a full time (1.0) FTE, regular, staff position that is eligible for Carleton College benefits. The work location is at the Carleton College Investment Office located at 200 Southdale Center, Edina, MN 55435. The position reports to the Director of Investments and works in collaboration with other members of the Carleton College Investment Office and the Carleton Business Office.

Institutional Profile:

Founded in 1866, Carleton College is an independent and highly selective liberal arts college with a diverse and exceptionally able student body, a talented faculty whose first priority is teaching, and a continued commitment to the liberal arts. Carleton is an internationally renowned college enrolling approximately 1,900 students drawn from 49 states, the District of Columbia, and more than 30 countries.

Funded by gifts to the College and grown through the stewardship of the Investment Office and Carleton's Investment Committee, the endowment is the financial cornerstone of Carleton's excellence. Spending drawn from the endowment each year funds a meaningful portion of the College's annual operating budget, supporting financial aid for students, academic programs, and faculty and staff salaries.

Based in Edina, MN, Carleton College's Investment Office is responsible for the ongoing management of the endowment portfolio. The Investment Committee, a sub-committee of the Board of Trustees, helps to develop the endowment's overall investment strategy, as well as monitors and evaluates its performance.

Position Summary:

Reporting to the Director of Investments, the Investment Analyst will be an integral member of the Carleton College Investment Office team. The Investment Analyst will provide support on a number of investment activities and certain operational tasks. Primary responsibilities will include researching and analyzing current investment managers, sourcing and evaluating new investment managers, and providing input on the endowment portfolio's asset allocation. Additional responsibilities will include liaising with the endowment's third-party software providers, performance reporting, and risk analytics.

The Investment Analyst must have a passion for investing, a sincere interest in the non-profit sector, and an innate sense of responsibility with regard to protecting the College's interests.

Responsibilities:

Manager Selection

- Read and analyze manager financial statements, marketing materials, legal documents, external research, and other public filings
- Monitor manager performance, risks/exposures, and news flow through calls and meetings
- Conduct reference checks with historical and existing investors, operating partners, portfolio company management, and other counterparties

Asset Allocation

- Track valuations of global markets and how they compare to historical levels

- Evaluate the role of each asset class in the portfolio through the context of expected risk/reward profile, liquidity, diversification, inflation/deflation hedge, efficiency, leverage, derivatives/instruments, etc
- Research new asset classes and identify their potential role in the portfolio

Reporting and Operations

- Aid in the creation formal presentations and reports for staff, the Investment Committee, and Carleton's Board of Trustees
- Liaise with the endowment's third-party software provider and other vendors to ensure accuracy and timely delivery of relevant performance and risk reports
- Identify areas of potential improvement and implement new processes within performance and risk reporting

Minimum Qualifications

- An undergraduate degree from an academically rigorous institution
- 0-3 years of relevant experience; prior manager selection experience within an endowment, foundation, fund of funds or other investor or experience in private equity or hedge funds is ideal but not required
- Demonstrated capacity of critical thinking, intellectual honesty and decision making
- An interest in understanding business fundamentals, capital markets, and investment strategies
- Curiosity and keen attention to detail
- Excellent problem-solving analytic abilities
- An open mind and a healthy degree of skepticism
- Excellent oral and written communication skills
- The ability to manage multiple tasks simultaneously and to meet deadlines.
- Good sense and sound judgment
- A strong moral compass and the highest ethical standards
- Strong Microsoft Excel skills

Physical demands or Working Environment requirements:

The ability to travel periodically.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.