



Investment Analyst

Position: Full-time, Exempt
Department: Finance
Reports to: Manager of Investments
Supervises: N/A
Date Revised: June 2017

Summary: The Investment Analyst, in collaboration with the CFO and Manager of Investments, is responsible for investment research and analysis related to the foundation's \$2.1B endowment. In addition, the Investment Analyst will serve as the primary liaison between the Finance and Advancement departments with regard to the development of investment marketing information and presentations to donors and organization funds.

Responsibilities and Expected Outcomes:

Investments:

- Conduct research on investment managers and investment opportunities.
- Keep abreast of investment market conditions and support the CFO and Manager of Investments by providing recommendations for investment strategy and portfolio construction.
- Update monthly and quarterly fact sheets for investment pools including financial advisor funds.
- Benchmark fees paid to managers and trustees and compare to peers and benchmarks.
- Provide ongoing support for broker reviews and attend trust bank review meetings.
- Initiate wire transfers for capital calls and maintain liquidity worksheets.
- Prepare investment trade tickets for portfolio rebalancing and funding new managers.
- Assist with audit requirements such as fair value pricing, audit confirms and price testing to ensure accurate investment information is presented in annual financial statements.
- Assist with investment policy and governance compliance.
- Assist with slide preparation for quarterly Investment, Finance & Administration, and Audit Committees of the board of directors, as well as presentations for CFO for external events.
- Assist Executive Assistant to the CFO with board committee docket preparation.

Integrity

Leadership

Innovation

Service

Learning

Partnership



- Work on special projects as requested by the CFO or Manager of Investments.

Finance/Treasury:

- Analyze fees paid by the Trust for investment management and consulting. Review invoices where needed.
- Oversee daily cash management of checking and money market accounts. Transfer funds as required to maintain liquidity.
- Assist with preparation of budget materials for Finance & Administration Committee.
- Perform and monitor the administrative fee calculations.
- Analyze planned gifts including but not limited to charitable gift annuity, and charitable remainder trusts.
- Responsible for pricing stock gifts received from donors and serve as a backup for recording approved gifts
- Serve as a back-up to accounting team in processing grants
- Initiate accounts payable payments.

Advancement Liaison:

- Contribute to the preparation of pitch book presentations for CFO and Advancement team for current and prospective organization and donor funds.
- Research peer investment platforms and provide quarterly benchmarking updates to Finance and Advancement.
- Keep Advancement team updated on investment performance and market conditions.
- Prepare quarterly total asset allocation and pool allocations for donor portal.

Essential Qualifications, Credentials and Technical Skills required:

- Bachelor's degree in accounting, finance, mathematics or related field with working knowledge of capital markets and investments. Possession or progress toward advanced degree or professional certification preferred (MBA, CFA, or CAIA).
- 1-3 years of work experience in investment banking, wealth management, or finance.
- Advanced PowerPoint and Excel modeling skills and proficiency using Microsoft Office 365.
- Bloomberg Terminal experience preferred.
- Exceptional interpersonal skills with the ability to interact effectively with a diverse group of internal and external individuals at all levels.

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- Ability to work independently in a dynamic and fast-paced environment.
- Desire to work collaborative within and across teams.
- Strong attention to detail and excellent analytical skills.
- Exceptional time management skills with the ability to turn around requests quickly.

APPLICATION PROCESS:

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please send a resume and cover letter ***indicating salary requirements*** to resumes@clevefdn.org by June 30, 2017. Candidates selected for the interview process will be contacted around the week of July 3, 2017. ***We regret that we cannot respond personally to each applicant.***

Our Mission:

To enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grantmaking, and provide leadership on key community issues.

Our Vision:

To use the power of philanthropy to enable Greater Cleveland to be a great and global American city. Together with our donors and partners, we will make innovative, impactful, and internationally recognized contributions to the field of philanthropy.

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