

Analyst, Investment Operations

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Analyst, Investment Operations

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 Chicago Office

 Full time

 Posted 16 Days Ago

 REQ-000313

Job Description

Summary:

The John D. and Catherine T. MacArthur Foundation is one of the nation's largest independent foundations. The Foundation supports creative people, effective institutions, and influential networks building a more just, verdant, and peaceful world. We work on a few [big bets](#) that strive toward transformative change in areas of profound concern, including the existential threats of [climate change](#), the challenges of [criminal justice](#) reform, revitalizing [local news](#) in the U.S., and corruption in [Nigeria](#).

In addition, we maintain [enduring commitments](#) in our hometown [Chicago](#), where we invest in people, places, and partnerships to build a more inclusive Chicago and in [journalism and media](#), where we invest in more just and inclusive news and narratives.

We also make awards to extraordinarily creative individuals through the [MacArthur Fellows](#) program and for solutions to critical problems of our time through [100&Change](#).

Analyst, Investment Operations

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The Analyst, Investment Operations will support a diverse mix of venture capital, private equity, private credit, real asset, hedge funds, derivative positions, and externally managed equity and fixed income funds. This role is a unique opportunity to learn all aspects of investment operations and strategies across multiple asset classes.

Essential Duties and Responsibilities:

- Onboard new investments, record transactions and analyze complex and non-traditional investments which involve non-standard contracts, cash flow processing, valuations, liquidity terms, various investment attributes, and document management throughout the investment lifecycle
- Work closely with other members of our Investment team, partners in other departments, as well as external portfolio managers, general partners, custodians, administrators, and other service providers
- Manage access to prospective manager data rooms, track new document uploads, coordinate NDA processing, as well as organize prospective manager documentation
- Administer the daily, weekly, monthly, and yearly accounting/reporting activities of Accounting Book of Records (ABOR) and Investment Book of Records (IBOR)
- Examine and analyze transaction records to assess completeness and accuracy including net asset values, capital calls, distributions, subscriptions, redemptions, gains/losses, income/expenses, as well as accruals and will research and resolve position and cash discrepancies
- Reconcile, research, and resolve gaps related to trades, valuations, and performance between internal and external systems, custodians, and investment managers
- Leverage technology and other shared support teams to assist in designing, building and testing systems to automate and/or enhance investment data collection, analysis and reporting and proactively address questions or concerns regarding the integrity of data
- Prepare performance reports and analytics for both internal and external stakeholders
- Complete subscription and redemption documents, respond to KYC/AML requests, preserve accurate and current contact records, and assist with operational due diligence on new and existing investments

Qualifications:

- Bachelor's degree in Accounting, Finance, Economics, or related field; CFA, CAIA, FRM, or CPA desired
- 3-5 years of experience with private equity, private credit, real asset and/or hedge funds or prior investment operations experience at an endowment, foundation, pension fund, family office, OCIO, or fund administrator/professional services (accounting or law) firm is highly desirable
- Strong analytical skills and demonstrated advanced proficiency with Microsoft Office, particularly Excel
- Customer service-oriented approach toward internal and external partners
- Experience identifying and maintaining sound internal control and data quality environments
- Demonstrated knowledge and understanding of various performance measurement methodologies and portfolio risk characteristics

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The position is hybrid and based in Chicago, Illinois.

Annual salary for this role will start at \$104,000. This position is also eligible for an incentive bonus of up to 20% of the base salary. We offer a generous total compensation package that emphasizes both base salary and a comprehensive benefits package to support your life, health, and well-being.

Physical Requirements and Work Environment

The work environment is an office setting. Intermittent physical activities will include bending, reaching, sitting, and moving around the office during working hours. Requests for reasonable accommodations will be considered to enable a person with disabilities to perform the job. Reasonable accommodations are also available during the interview process.

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-  Chicago Office
-  Full time
-  Posted 16 Days Ago

Project Management & Analytics Associate

-  Chicago Office
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