



Investment Analyst

JOB DESCRIPTION

The Investment Team at the Alfred P. Sloan Foundation is currently seeking an Investment Analyst to assist with the management of a \$2 billion, broadly diversified portfolio including investments in various asset classes such as public equity, fixed income, hedge funds, hybrid credit, and private investments.

The base salary range for this position is \$87,000 - \$97,000

This position is a three-year program intended for early career investment professionals. Over this time, Analysts will gain broad experience and exposure to portfolio management, fund selection, investment strategies and techniques. The Investment Team is seeking a candidate with 0-2 years' work experience, pre-MBA, for this role. Assignments and duties of the Investment Analyst include, but are not limited to, the following:

- Lead efforts in data collection, performance monitoring, and updating of external investment analysis systems
- Work with colleagues in Information Systems, Investment Operations, and Finance to identify and validate key information for investments and financial reporting
- Assist with cash management, monthly accounting reconciliations, performance reporting, and other investment operations functions
- Support in preparing investment and analytic materials for Investment Committee members, Board members, and internal/external stakeholders
- Attend meetings and conference calls with existing and prospective investment managers. Have engaged discussions and take detailed meeting notes
- Maintain electronic database housing relevant investment reporting and manager information
- Participate in and support special projects on an *ad hoc* basis
- Other responsibilities, as assigned

QUALIFICATIONS

- Bachelor's degree in business, finance, and/or related field; pre-MBA
- Zero-to-two years of experience in a financial services firm and/or similar role
- Strongly proficient with Microsoft Office applications (e.g., Word, Outlook, PowerPoint)

- Experience with Microsoft Excel and other tools to create financial models/analysis is essential
- Understanding of capital markets and investments
- Demonstrated understanding of statistical methods, such as econometrics, statistics, etc.
- Knowledge of business and investment landscape
- Knowledge of investment systems and ability to learn new information management systems for investment monitoring and reporting
- Experience with Bloomberg, eVestment, Backstop Solutions, Caissa, Preqin, and Burgiss is preferred, but not required
- Strong analytical, critical analysis/reasoning, and problem-solving skills. Ability to identify key problems and suggest solutions is essential
- Superior attention to detail and excellent organizational skills
- Strong written and oral communication skills
- Excellent interpersonal skills; professional, collegial, energetic, able to develop productive relationships with colleagues and stakeholders
- Ability to work independently as well as in a group
- Ability to work under pressure and tight deadlines
- Interest and motivation in supporting the Foundation's mission and goals

No Visa sponsorship is provided for this position.

TO APPLY

The Foundation is currently operating on a hybrid work schedule with required in-office participation on Tuesday through Thursday and the opportunity to work from home on Monday and Friday except when there is a job-related reason that requires your presence in the office.

The Foundation maintains an emphatic commitment to diversity, equity, and inclusion among its staff. Those whose backgrounds and experiences would diversify the staff, including women and people from groups underrepresented in philanthropy, are encouraged to apply.

If you are interested in the Investment Analyst position, please apply following the directions below:

- **Required Documents:** Resume, Cover Letter (both PDF format)
- **Email to:** hr@sloan.org
- **Subject Line:** Application – Investment Analyst – [Last Name], [First Name]

You will be contacted directly should your background and qualifications be a match. Work samples and references may be requested during the interview process. The Alfred P. Sloan Foundation is an Equal Opportunity Employer. Thank you and we look forward to hearing from you!