



NEW HAMPSHIRE CHARITABLE FOUNDATION

Investment Analyst (Operations)

Date of Last Revision: 04/15/2019

Title Group: Analyst • guides the deployment of solutions to improve business processes
• has no responsibilities for performance management of staff

Department: Finance Reports To: Chief Financial Officer

Status: Full-time | Exempt

Position Summary

The Investment Analyst is responsible for operational activities for the Foundation's investment portfolios. The Analyst will be responsible for supporting the CFO and members of the team as they (i) oversee and manage the Foundation's investments, (ii) assess current and potential investment managers, (iii) prepare for regular update meetings with the Foundation's board and investment committees, and (iv) complete various ad hoc projects.

Essential Job Functions and Responsibilities

- In collaboration with the CFO, closely monitors the Foundation's investment portfolios.
- Prepares portfolio updates and analytical reports.
- Captures and maintains manager and market data to support the manager close process for financial statement preparation.
- Works with CFO and Controller to support the annual audit of investment valuations.
- Assists in preparation of portfolio investment performance, asset allocation, and risk reports.
- Liaises with investment managers.
- Supports due diligence on new and existing investments.
- Provides research, analytical, and organizational support to the CFO for projects and ad hoc requests.
- Coordinates committee material preparation with the CFO.
- Manages and maintains portfolio technology systems.
- Identifies technology process-improvement opportunities and leads implementation as needed.
- Assists in the development and maintenance of financial models for analyzing the investment portfolio and its exposures, risk and cash flow profiles.
- Handles cash management activities including acting as a support for investment funding requests, monitoring cash balances and resolving issues as needed.
- Supports account maintenance activities including opening new accounts, address changes, online enrollment, etc.
- Prepares documents for managements' signature including investment agreements and subscription and redemption documentation.

Other

- Performs other duties as assigned

Essential Knowledge, Skills, and Attributes

- Experience with investment management, banking or other relevant field.
- Excellent analytical and problem-solving skills as well as strong customer focus.
- Unquestionable integrity.
- Discretion and ability to handle confidential issues.
- Action-orientated and entrepreneurial self-starter who can work well independently and in teams.
- Ability to work independently and handle multiple priorities and deadlines simultaneously.
- Superb attention to detail.
- Excellent written and oral communication skills.
- Willingness and ability to learn additional applications as needed.
- High degree of organizational skills with the ability to be flexible and multi-task with accuracy.
- Demonstrated ability to work with colleagues and external contacts by building trust and credibility.
- Eager to contribute and learn, ask questions and provide solutions.
- Welcomes feedback as a means to personal and professional growth.
- Broad understanding of equity and social justice issues.

Job Characteristics

- Shared office environment based in Concord, NH.
- May require long periods of time at a computer.
- Night and/or weekend work may be required.
- Travel around the state and nationally may be necessary; may require travel to meetings and conferences with overnight travel possible.

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role.
- Strong computer skills in a variety of computer applications, including MS Office products, as well as advanced spreadsheet skills.
- Valid driver's license.

Organizational Life

- Participates in the Foundation's organizational life, including improvement teams, and events as required.
- Belief in the mission and purpose of the New Hampshire Charitable Foundation.
- Positively demonstrates the values and contributes to the culture of the Foundation.
- Demonstrates a commitment to community and the well-being of New Hampshire.
- Interacts professionally with other employees and external stakeholders.
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment.
- Contributes to a safe and productive environment.

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.