

FOUNDATION FOR THE CAROLINAS

JOB DESCRIPTION

Title: Investment Analyst Division/Department: Philanthropic Advancement

Reporting To (title): VP, Director – Investment Reporting

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Temporary/Contract

POSITION SUMMARY

The Investment Analyst will assist the Director of Investment Reporting in all aspects of managing and overseeing FFTC's Investment Platform and providing support to the Philanthropic Advancement's relationship managers. This will include monitoring the investment performance and asset allocation of FFTC's standard and custom investment pools and the Alliance Manager investment accounts. This position will work closely with FFTC's investment advisor, administrator, custodian and other vendors who support FFTC's Investment Platform. This position will also monitor investment performance of individual donor accounts to ensure investment returns realized in a donor's account are consistent with the returns reported for the investment pool associated with the donor's account. In addition, this position will work with FFTC accounting and administrator to ensure all investment pools are rebalanced in a timely and accurate manner.

DUTIES & RESPONSIBILITIES

- Review investment performance on a monthly basis by recalculating returns from donor statements and comparing to monthly returns prepared by FFTC's investment advisor. Review monthly performance attribution provided by investment advisor and update presentation material used for client meetings.
- Work closely with Vice President – Investment Reporting to ensure all investment collateral material is updated in a timely manner.
- Provide support to the Director of Investment Reporting and Philanthropic Advancement relationship managers for meetings with key institutional account holders such as Greater Charlotte Cultural Trust, Queens Endowment, Mint Museum and others.
- Assist the Director of Investment Reporting in monitoring and reporting of FFTC's Alliance Manager Program. This will include attending annual review meetings, preparing the quarterly Alliance Manager Dashboard report, reviewing monthly invoices prepared by FFTC accounting and assist with the due diligence process for adding new financial institutions to the program.
- Assist with the timely, accurate movement of all funds and settlement of securities
- Ensure completion of subscription agreements, redemptions, distributions and cash calls
- Updates investment dashboards to assist FFTC management

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

JOB QUALIFICATIONS

- Bachelor's Degree required.
- Relevant professional certification preferred (CFA, CPA, CIMA, CFP, etc.)

- A minimum of 5 to 10 years professional experience in investment management/ financial services including monitoring capital markets and the impact on investment portfolios, analyzing a portfolio's return and articulating the key drivers of returns and relative performance.
- Experience with complex investment reconciliation, investment trades/transactions and portfolio management
- Excellent communication skills and relationship building ability with a proven track record and a career history that demonstrates the ability to succeed in complex operating environments with multiple constituencies.
- Solid research and analytical skills; Excellent interpersonal, communication and presentation skills, both oral and written.
- Proficiency in Microsoft Office with an emphasis in Excel and Power Point.
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another

Note: Proof of fully authorized vaccinated Covid-19 status and booster are required (or FFTC authorized religious or disability accommodation).

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 7 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

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| <input type="checkbox"/> Affiliate Management | <input checked="" type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input checked="" type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input checked="" type="checkbox"/> Customer Skills | <input checked="" type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input checked="" type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input checked="" type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input type="checkbox"/> Managing Meetings | <input checked="" type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Quality of Work |
| <input type="checkbox"/> Relationship Building/Networking | <input type="checkbox"/> Results Oriented | <input type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input type="checkbox"/> Writing Skills |