



Specification

Operations Analyst

Organization

Established in 1932, Georgia Tech Foundation, Inc. fosters and manages gifts given in support of academic excellence in the spirit and traditions of the Georgia Institute of Technology. The Foundation is honored to be entrusted with this mission and encourages every person working on its behalf to always:

- Promote the cause of higher education in the State of Georgia
- Receive and manage financial donations received by the Foundation for support and enhancement of the Georgia Institute of Technology
- Assist the Georgia Institute of Technology in its role as a leading educational and research institution.

The Georgia Tech Foundation is in the process of expanding its Investments management team and is seeking applicants for the position of Operations Analyst.

Responsibilities:

The Operations Analyst is responsible for providing a significant level of support to the overall operational activities of the Georgia Tech Foundation Investments team. She or he will be responsible for assisting with operational management of the plans including preparation of direction letters, cash planning and forecasting, operational due diligence and trade execution. The Operations Analyst will also provide support with financial reporting requirements as a result of the Georgia Tech Foundation Investment Committee activities. Responsibilities include, but are not limited to:

- Prepare and analyze monthly investment performance reports for accuracy and research discrepancies
- Compile performance data in the development of quarterly Board of Trustee presentations
- Prepare, analyze, and forecast expenses to ensure results are consistent with expectations
- Assist operationally with asset rebalancing and trade execution to ensure transactions are processed efficiently and in accordance with investment objectives

Georgia Tech Foundation

Operations Analyst

Responsibilities:

- Prepare the processing of service provider (i.e., investment managers, custodian) fees and wires to ensure obligations are settled accurately and timely
- Catalog operational records (i.e., direction letters, new account forms, asset reallocation forms) to ensure files are properly and accurately maintained
- Develop and maintain models to analyze financial transactions and forecast cash requirements
- Prepare monthly cash flow statement detailing transactions at the asset class and aggregate portfolio level
- Support operational due diligence activities across the various asset classes
- Provide support in the management of workflow through tracking and monitoring of new and existing investments

Qualifications:

The successful candidate will have:

- Minimum of a BA or BS degree required; and interest in pursuing CFA and/or advanced degree preferred. Major in Economics, Financial Engineering, Mathematics, or similar discipline is preferred
- Preferred 2-5 years of relevant investment and analytical experience in a quantitative role
- Ability to work in a team environment and individually
- Ability to think critically with a high degree of attention to detail
- Proficient in Microsoft Office Word and Excel, and high level of PowerPoint proficiency

Salary commensurate with experience

If interested, please submit resume and salary requirements to
gtfinvestments@gtf.gatech.edu.