Position Title: Investment Analytics & Risk Manager or Analyst

Department: Investment Management Office

Supervisor: Chief Investment Officer

Position Description:

The Investment Analytics & Risk Manager or Analyst advances the Seminary’s mission via the Seminary’s investment office. The six-person office oversees the school’s $1.4 billion endowment, which provides the large majority of the school’s funding. The portfolio consists primarily of investments with external managers (traditional investment funds, hedge funds, private equity funds, real asset funds, etc.). The Investment Analytics & Risk Manager or Analyst will lead the office’s investment risk and performance measurement, evaluation, and related reporting.

Key Responsibilities:

- Evaluate manager (hedge funds, PE funds, etc.) performance and risk to support due diligence and monitoring
  - Design and maintain Excel-based tools for this purpose and present reports to the investment team
  - Participate in meetings with the Seminary’s external partners with a focus on performance and risk
  - Identify (based on investment characteristics) appropriate risk characteristics and performance benchmarks
- Maintain databases (via Excel) of investment balance, performance, and related information
  - Organize raw data pulled from the Seminary’s custodian, Bloomberg, and other sources
- Monitor overall risk profile/exposures of Seminary’s portfolio
  - Estimate portfolio’s asset allocation, private investment exposure and unfunded commitments, geographic exposures, sector exposures, factor sensitivities, etc. with incomplete information
  - Compare vs. goals/targets/constraints and recommend transactions (trades, subscriptions, redemptions, etc.)
  - Develop, maintain, and present related reports to team and, potentially, the Seminary’s Investment Committee
- Evaluate Seminary performance in absolute and benchmark relative contexts
  - Perform attribution analyses
  - Design and maintain Excel-based tools for this purpose and present reports to investment team
- Monitor macroeconomic environment and news
  - Design, maintain, and present market monitors for investment team on a weekly basis
  - Track performance (real time) of key public investment holdings and report to team
  - Maintain and track news monitors related to portfolio investments (via Bloomberg, Google Alerts, etc.)
- Support operations team with audit work
  - Serve as a backup for investment reconciliations, report organization, etc.

Preferred Skills & Qualifications:

- Experienced professionals (we will consider a minimum of three years working in investment analysis) possessing significant familiarity with alternative investment performance measurement and risk evaluation preferred.
- Ability to solve complex (and unique) analytical problems associated with quantifying a highly complex portfolio.
- Passion for working with Excel and creating/maintaining related reports of professional quality/appearance.
- Detail orientation, high productivity, and strong ability to independently manage projects.
- Ability to represent the investment office well with internal and external stakeholders via a positive attitude, a customer service-oriented mentality, a warm demeanor, and a high sense of professionalism.

Princeton Theological Seminary reserves the right to amend this position description at any time. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristics protected by law.