Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Investment Director

Department: CFO - Investments Reports to title: Chief Investment Officer

Full Time: x Part Time: Date Prepared: January 17, 2020

Job Group & Level: PT-4 Regular Daily Work Schedule: 8:30am to 5:30pm

Pay Type: Weekly_____ Monthly_____ Months Per Year: 12_____ Hours Per Week: 40_____

(Summer Months) Months Per Year: _____ Hours Per Week: ______

1. Summary of Position:

The Investment Director will assist the Chief Investment Officer and the Investment Committee in the management of the Amherst College and Folger Shakespeare Memorial Library endowments. The Investment Director is expected to have strong working relationships with external investment managers and service providers, some of who may have an existing relationship with the College and others who are prospective in nature. A key aspect of the Senior Investment Director role, in addition to others on the Investment Office team, is the ability to drive strong risk-adjusted returns for the endowment through excellent manager selection, risk management, and portfolio construction.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

95% The Investment Director is responsible for screening, due diligence and ongoing monitoring related to both existing and prospective investment managers in a variety of asset classes, including private and public equity and debt, venture capital, real estate, energy and other commodities, timber and absolute return/hedge fund strategies. They are also expected to proactively identify, research and evaluate new investment opportunities for possible inclusion in the portfolio.

The Investment Director will assist the Chief Investment Officer and the Investment Office staff in the ongoing evaluation, both quantitative and qualitative, monitoring and management of the existing investment firms employed by the College to ensure they are adhering to their stated investment strategy and processes.

The Investment Director is responsible for assisting in the preparation of materials for the Amherst College Investment Committee, Board of Trustees, Alumni meetings and other high-level audiences on a variety of topics.
Additionally, it is expected that the Investment Director will be a mentor to the less experienced members of the team with the objective of expanding their knowledge of the investment industry, the endowment portfolio, its managers and what tools are available and how to use them to evaluate these areas.

The Investment Director must be willing and able to travel to meet with both existing and prospective investment managers (travel is expected to be ~35-40%).

5% Performs other projects/responsibilities as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

   **Internally:** The Investment Director is expected to have ongoing, regular interaction with other members of the College community including, but not limited to, staff and administrative professionals, primarily in the Controller and CFO groups, but also throughout the entire community. In addition, there is expected to be ongoing engagement with the Investment Committee, the Student Investment Club, the ACSRI, etc.

   **Externally:** The Investment Director is expected to have strong working relationships with external investment managers and service providers, some of who may have an existing relationship with the College and others who are prospective in nature.

4. **Education:** (include certifications and licenses)

   **Required:** Bachelor’s degree

   **Preferred:** MBA, CFA and/or CAIA designations

5. **Experience:** (List specific skills necessary to perform this job)

   **Required:** 5 – 10 years of related investment experience

   Solid understanding of capital markets and complex investment strategies, with demonstrated ability and success in analyzing and screening investment opportunities, asset allocation and portfolio construction

   Demonstrated quantitative and qualitative analytical skills

   Professional and of unquestioned integrity

   Superior oral and written communication skills

   Strong interpersonal skills and a demonstrated ability to work effectively with all constituencies

   Must be self-motivated, enthusiastic, hard working, and able to work both independently and as part of a team

   **Preferred:**

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   While there are no specific physical requirements to successfully fill this position, the individual must be willing and able to travel to meet with both prospective and existing investment managers (~35-40% of time).
7. **Decision Making:**

He/she must be self-motivated, enthusiastic, hard working, and able to work both independently and as part of a broader team. A significant portion of their work / responsibilities require someone who is able to prioritize and juggle multiple projects concurrently. A key aspect of success for the Investment Director an ability to communicate effectively with the team and with the Investment Committee, including making recommendations and facilitating a collaborative partnership across the organization.

8. **Supervision Exercised/Received:**

**Exercised:** As noted above, the Investment Director is expected to mentor younger, less experienced members of the team.

**Received:** Reports to the Chief Investment Officer. The Investment Director is both an internal and external representative of Amherst College and is responsible for initiating and building productive, effective relationships on behalf of the College. The Investment Director's authority is as an executor of decisions voted by the Investment Committee and as directed by the Chief Investment Officer.

Supervisory Responsibility: Yes _________  No  x_______

Number of Employees Supervised: _________