



Amherst College

Office of Human Resources

JOB DESCRIPTION

Title: Investment Officer

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

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

Job Group & Level: PT-5 Regular Daily Work Schedule: _____ to _____

Pay Type: Weekly _____ Monthly x Months Per Year: 12 Hours Per Week: 40

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

1. Summary of Position:

The Investment Officer will assist the Chief Investment Officer and the Investment Committee in the oversight and ongoing diligence of investment managers and strategies utilized to manage the Amherst College and Folger Shakespeare Memorial Library endowments. The Investment Officer 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 Investment Officer 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 Officer 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 Officer 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 Officer 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 Officer 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.

Other projects and responsibilities may be assigned from time to time.

The Investment Officer 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 Officer 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 Officer 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: Minimum 7 years of related investment experience, with compensation dependent on experience level and contributions to the team.

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, experience with PC-based databases

Working knowledge of relevant Investment analytic tools, including but not limited to Bloomberg, Morningstar and Private Informant

Competent with Microsoft Excel, Word and PowerPoint

Professional, highly organized and of unquestioned integrity

Superior oral and written communication skills

Commitment to working with a diverse and inclusive community

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:

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 Officer an ability to communicate effectively with the team and with the Investment Committee, including making recommendations and facilitating a collaborative partnership across the organization. To be successful in this position, the Investment Officer should be interested, knowledgeable and able to communicate on a broad range of investment topics.

8. Supervision Exercised/Received:

Exercised: As noted above, the Investment Officer is expected to mentor less experienced members of the team. Additionally, it is expected that the Investment Officer will assist the CIO in the day to day management of the investment analyst(s) in the group, helping to prioritize their work and research focus. However, there are no formal reporting lines to this position currently.

Received: Reports to the Chief Investment Officer. The Investment Officer 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 Officer'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: _____

