



The Denver Foundation

JOB TITLE: Investment Operations Analyst

REPORTS TO: Chief Financial Officer

FLSA STATUS: Exempt

POSITION SUMMARY:

The Investment Operations Analyst performs a wide range of duties related to investment performance reporting and related analytics, onboarding new investments and advisor-managed funds, and coordinating settlement of investment transactions. The position reports to the CFO and works closely with accounting, grantmaking, and philanthropic impact staff.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Manages adequate investment funding by monitoring cash position(s) across all investment portfolios, researching, and consolidating as needed.
- Develop and maintain reports, spreadsheets, tables, and grids to summarize, analyze, and present information.
- Support investment settlement functions, including closing documents and setting up loan monitoring and reporting systems.
- Prepare materials and presentations for internal executives, staff, and Board and Committee meetings.
- Manage the inflow of financial information from investment fund managers and borrowers.
- Manage key back-office functions for the advisor-managed fund program, including onboarding new accounts, reconciliation of benchmarks and investment policy statements, monitoring fund compliance, and reporting performance.
- Maintain all operational material related to investment managers, including performance reports, quarterly letters, and account statements.
- Maintain investment software and ensure the accuracy of data.
- Attend quarterly Investment Committee meetings and keep minutes of proceedings.
- Support the CFO and Controller through the annual financial statement and tax audit process by collecting and providing statements, materials, and research as needed.
- Aid in developing, implementing, and maintaining processes and procedures.
- Identify areas where efficiencies or improvements can be made and proactively drive solutions.
- Ongoing maintenance of custodian relationships.
- Maintain internal and external correspondence and establish efficient and effective cross-departmental relationships and workflows.
- Work internally with the team on financial projections, analysis, and reporting.
- Assist the team with special investment-oriented assignments by assembling and summarizing data, analyzing it, preparing reports, and presenting findings.
- Additional responsibilities as assigned by the CFO

REQUIRED QUALIFICATIONS:

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER



The Denver Foundation

- Bachelor's degree in business administration, finance, economics, accounting, or equivalent experience.
- Three to five years of relevant work experience with two years of specialized experience in investment operations, accounting, or a fund administration role. Investment experience with an asset manager, custodian, registered investment advisor, or brokerage is strongly preferred.
- Expert proficiency with Microsoft Outlook, Word, and Excel.

PREFERRED QUALIFICATIONS:

- Can apply investment knowledge and experience within a team environment and independently.
- Ability to adapt, multi-task, prioritize and meet deadlines.
- Coordinate and form effective relationships with internal and external stakeholders, colleagues, and decision makers.
- Work with and effectively manage information of a confidential nature requiring considerable discretion, judgment, tact, and diplomacy.
- Demonstrated record of accomplishment in developing and utilizing organizational systems with attention to detail, accuracy, timeliness, and record keeping.
- Adept at analytical and critical thinking
- Teamwork, self-motivation, a proactive approach to work, flexibility, and exceptional interpersonal skills are essential.
- Regularly takes initiative to recognize and anticipate problems and clearly communicate practical solutions.
- Strong written and verbal communication.
- Demonstrated ability to utilize technology in processes.
- Experience with Clearwater Analytics, C-Suite, Excel, and data visualization software.

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro Denver region is an occasional possibility for this job.

PHYSICAL DEMANDS:

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Occasional early morning and evening events
- Regular group and public speaking

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Must be authorized to work in the United States

OTHER DUTIES: Please note that this job description is not designed to cover or contain a comprehensive listing of the activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time.

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER



The Denver Foundation

COMPENSATION: This is a full-time, non-exempt position. The Denver Foundation offers a competitive benefits package, including paid time off, retirement contributions, tuition assistance, and medical, life, and disability insurance. The starting salary for this position ranges from \$95,000 to \$110,000, per year, depending upon experience.

THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.

JOB DESCRIPTION STATEMENT:

I have read and understand and accept the job description including the qualifications and the requirements of the described position. I certify that I can and will perform the duties and all responsibilities required for this position.

Printed Name:

Date:

Signature:

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER