



Position Title: Investment Operations Analyst

Background: The OU Foundation is an independent not-for-profit corporation that encourages and supports charitable giving for the benefit of the University of Oklahoma. The Foundation acts as the principal organization through which charitable gifts are made and administered for the benefit of the University of Oklahoma. The sole reason for its existence is to serve the University of Oklahoma and the generous donors who support the University. Core to the Foundation's mission is the stewardship and oversight of approximately \$2.0 billion of investable assets, a significant majority of which is the University's long-term endowment portfolio.

Position:

The investment team is currently comprised of 4 dedicated professionals and is seeking to add an Operations Analyst to the team. This is an opportunity to learn all aspects of investment operations across multiple asset classes. To be successful in this role, this person must have a high level of professionalism, a strong attention to detail, exceptional organizational skills, show initiative, and enjoy working in a collaborative environment. The Operations Analyst will report to the Operations Manager.

Primary Duties and Responsibilities:

- Accurately monitor and maintain investment related data in an efficient manner
- Ensure the integrity of investment related data; perform routine reconciliation projects
- Generate and reconcile weekly, monthly, and quarterly investment reports
- Assist with the coordination and preparation of documentation requests from external investment managers, custodians, outside consultants, and internal parties
- Maintain the investment office RMS system, managing the large inflow of information from investment managers
- Communicate with constituents both inside and outside the organization in a timely and professional manner
- Manage ongoing relationships with our bank, consultants, vendors, etc.
- Coordinate and complete projects on time
- Other duties and projects as assigned

Qualifications: The qualifications listed below are representative of the knowledge, skill, and/or ability required. Candidates for the position must be able to provide examples of these skills/traits during the interview process.

- Goal-oriented; seeks to proactively improve processes and procedures
- Attention to detail; able to perform routine tasks accurately
- Excellent organizational skills and the ability to prioritize work to meet deadlines
- High level of integrity, ethical
- Conscientious, diligent, and industrious
- Independent work habits
- Responsive to feedback
- Willingness to contribute to the goals of the team
- Strong computer skills including Microsoft Office programs

Education and Experience:

- Bachelor's degree required
- A minimum of 3 years work experience, ideally to include a Foundation or nonprofit, financial institution, or related field

Compensation and Benefits:

This is a full-time, exempt position. Compensation will be commensurate with related work experience and education.

The OU Foundation offers excellent benefits for eligible employees. Current benefits include: medical, dental, and vision coverage; employer contribution to employee retirement; matching gift program; life insurance, disability insurance; and paid time off.