

Director of Investments

Loyola University Chicago – Investment Office



LOYOLA
UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

Loyola University seeks an experienced professional for the position of Director of Investments in its Investment Office. The position will be fully remote to start, but will be located at the Water Tower Campus in downtown Chicago when office re-open.

About the University

Founded in 1870, Loyola University of Chicago is a private university and is one of the nation's largest Jesuit, Catholic Universities and the only one located in Chicago. Loyola prides itself on being a diverse community that seeks God in all things and works to expand knowledge in the service of humanity through learning, justice, and faith. We are guided by a simple promise: to prepare people to lead extraordinary lives.

Loyola University Chicago comprises four campuses: Lake Shore (LSC), Water Tower (WTC), Health Sciences (HSC), and the John Felice Rome Center in Italy, and is home to 13 schools, colleges, and institutes. Loyola also features course locations in Beijing, China; Saigon-Ho Chi Minh City, Vietnam; Vernon Hills, Illinois; and a Retreat and Ecology Campus in Woodstock, Illinois.

Recognizing Loyola's excellence in education, U.S. News and World Report has ranked Loyola consistently among the top "national universities" in its annual publications. Loyola is among a select group of universities recognized for community service and engagement by prestigious national organizations like the Carnegie Foundation and the Corporation for National and Community Service.

About the Investment Office

The Investment Office is responsible for the management of the University's invested assets and is charged with implementation of the University's investment policy as established by its Board of Trustees. Within guidelines laid out by the Board and its Investment Policy Committee, the Investment Office oversees the identification of investment strategies and selection of external investment managers with the aim of meeting the University's goals for preservation of capital, growth of endowment assets, and maintenance of liquidity for ongoing operations.

The Investment Office manages approximately \$1.3 billion across three primary pools of capital:

1. The Long Term Investment Pool, which consists of donor-funded and Board-designated assets that make up the University's endowment portfolio and also includes long-term University reserves.
2. The Short Term Investment Pool consists of operating assets managed to ensure the University's daily operational and working capital requirements are met throughout the academic year and utilizes highly liquid short-term investment vehicles to generate incremental returns above cash rates while protecting University capital.
3. The Loyola University Employees' Retirement Plan Trust, a closed and frozen multiple-employer defined benefit plan supporting monthly distributions to approximately 1,500 beneficiaries.

The Investment Office also oversees charitable assets contributed to the University that are governed by various life income agreements.

Spending from Loyola's endowment is used to fund scholarships, fellowships, faculty salaries, and various programs and activities to promote and advance the University's mission. The endowment supports the operational stability of the University and provides approximately 4% of the University operating budget.

About the Position

The Investment Office is a small but growing team supported by a well-regarded investment consultant, and is in the process of transitioning to an internally-managed investment model. This is a unique opportunity to join a growing investment office with an entrepreneurial culture and contribute significantly to the development of investment strategy for a highly mission-oriented educational institution.

The Director of Investments reports to the Chief Investment Officer and provides senior-level support for the oversight of a diversified portfolio across public and private markets. The Director of Investments will work closely with the CIO in all phases of the investment process. Primary responsibilities will be to monitor existing investment managers and to conduct due diligence on new investment managers, but the Director will also actively contribute to discussions regarding asset allocation, liquidity, risk, and performance, and will assist with other investment projects. This is a generalist position which will conduct research and perform analysis across asset classes (including traditional public equity & fixed income, hedged strategies, private equity, real assets, and venture capital). Over time, the Director may develop specializations and assume primary responsibility for specific asset categories as other team members are added.

Main responsibilities include:

- monitoring and analyzing existing portfolio, including meetings with current managers, and performing analyses of returns, holdings and sectors through on-site visits and research
- leading the manager research process and conducting due diligence on prospective investment partnerships by evaluating the strategy, analyzing the performance and preparing recommendations for the Investment Policy Committee
- proactively identifying and maintaining a pipeline of prospective investments, public and private
- assisting in the preparation of strategic analyses of asset classes, reviews of capital allocations to each asset class, and oversight of portfolio exposure management
- researching broad investment and industry trends, and supporting the Chief Investment Officer in various projects as required
- supporting the office with modeling and analysis of benchmarks, portfolio performance, risk and liquidity
- preparing and maintaining investment due diligence, research, and subscription documentation and assisting in coordinating transaction activity

Position Qualifications

Ideal candidates will have many of the following attributes:

- demonstrable success in prior work experience in an allocator role at an endowment, foundation, family office, consulting firm or equivalent asset owner

- experience working across multiple asset classes and familiarity with hedge fund and other alternative strategies
- strong intellectual curiosity, flexibility, and data-driven approach to analysis
- experience in conducting deep primary research and organizing findings
- enthusiasm for working in a small entrepreneurial team within a larger non-profit organization
- appreciation for Loyola's Jesuit, Catholic mission and interest in integrating mission-related themes into the investment portfolio.
- excellent oral, written, and presentation skills
- strong quantitative and performance measurement skills
- a well-developed professional network of investment managers and other like-minded asset owners
- ability to travel domestically and internationally as required

Other desired qualifications:

- Unquestionable ethics and integrity
- Bachelor's Degree, MBA preferred
- CFA® charterholder, or progress towards earning the designation highly preferred
- A minimum of 7 years of related work experience

Please apply with a resume and cover letter at <http://www.careers.luc.edu/postings/14743>