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<b>Position:</b>	Analyst
<b>Reports To:</b>	Private Equity
<b>Location:</b>	Chicago, Illinois
<b>Duration:</b>	2-year program with option to extend
<b>Compensation:</b>	

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## **About the Foundation:**

The John D. and Catherine T. MacArthur Foundation supports creative people, effective institutions, and influential networks building a more just, verdant, and peaceful world. MacArthur is placing a few big bets that truly significant progress is possible on some of the world's most pressing social challenges, including over-incarceration, global climate change, nuclear risk, and significantly increasing financial capital for the social sector. In addition to the MacArthur Fellows Program, the Foundation continues its historic commitments to the role of journalism in a responsible and responsive democracy, as well as the strength and vitality of our headquarters city, Chicago. MacArthur is one of the nation's largest independent foundations. Organizations supported by the Foundation work in about 50 countries. In addition to Chicago, MacArthur has offices in India, Mexico, and Nigeria.

The MacArthur Foundation's endowment totaled \$6.8 billion as of December 31, 2017. The endowment invests in diversified asset classes including global equities, public and private credit, private equity, real estate and private energy. MacArthur's 12-person investment team manages this portfolio from the Foundation's Chicago headquarters.

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## **Job Summary:**

The Analyst will be an active participant on the Private Equity team and involved in weekly meetings covering asset allocation decisions, portfolio monitoring, new investments, legal issues, etc., for the entire endowment. The Analyst will assist in many facets of the investment process. Typical responsibilities include: evaluation of new and existing investment managers, monitoring the performance of existing investments, and assisting with the preparation of investment memos and presentations. The Analyst will be expected to perform analysis of investment opportunities (strategies, sectors, geographies), assist in monitoring of the current portfolio, maintain benchmarking and comparative statistics, prepare and refine a variety of quantitative analysis, as well as assist in various other projects including portfolio reviews and overall private equity market research as well as specific sub-sectors. The Analyst will have the opportunity to sit in on manager meetings – onsite and potential travel to annual meetings.

Analysts serve initial two-year terms with the possibility for extension. The start date is flexible (Summer 2019 or earlier).

## **Qualifications:**

- Bachelor's degree required; coursework in finance or accounting preferred
- Excellent academic records
- Strong analytical, organizational and communication skills (written and verbal)
- Creativity and analytical ability
- Strong interest in portfolio management and institutional investment issues, along with a willingness and commitment to continually expand knowledge of the investment process, capital markets and all finance and economic related materials
- Proficiency in Microsoft Office products, including advanced Excel skills
- Able to learn various software programs used by the Investment Department
- Able to function effectively as a team member and work independently as needed
- Thorough professionalism in all technical and non-technical aspects of the position
- Able to prioritize, and meet work deadlines consistently

To apply for the Analyst position, interested candidates should visit [www.macfound.org/jobs](http://www.macfound.org/jobs). Electronic submissions are required. Please submit a cover letter and resume explaining your interest in the position and your relevant experience. You will receive acknowledgement that your application was received.

We will contact applicants who are selected for further consideration. We are not able to respond to general inquiries from all applicants. If you have problems with the online system, please contact our Human Resources Department at: [jobs@macfound.org](mailto:jobs@macfound.org).

***The Foundation is an Equal Opportunity Employer and benefits from the various perspectives and talents of a racially and culturally diverse staff.***