AUBURN
Human Resources

# Investment Analyst III, Endowment

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | KD02 |
| Job Description Title | Investment Analyst III, Endowment |
| Pay Grade | FO11 |
| Range Minimum | $66,140 |
| 33rd % | $83,770 |
| Range Midpoint | $92,590 |
| 67th % | $101,410 |
| Range Maximum | $119,050 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 12/31/2023 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Financial & Business Operations |
| Job Function: | Accounting & Finance |

## JOB SUMMARY

Provides analysis and monitoring of the portfolio manager and investment performance, asset allocation, risk management, and overall market conditions relating to managing and optimizing Auburn University's and Auburn University Foundation's endowment portfolios.

## RESPONSIBILITIES

- Collaborates with financial and advancement professionals to ensure transparency, compliance, and effective communication regarding the Endowment's activities.
- Conducts qualitative research and quantitative analysis supporting the investment strategy and operational management of the University and Foundation endowment portfolios.
- Performs ongoing due diligence on investment managers, analyzing investment performance, investment strategies, and alignment with the Endowment portfolio investment objectives.
- Supports Office of Advancement's front-line fundraisers and their external philanthropic donor relationships and donor reporting. Serves as a point of contact for stakeholders regarding questions and inquiries related to the Endowment Fund.
- Oversees external brokerage account relationships to facilitate the receipt of donor stock gifts.
- Validates endowed fund values, investment unit price, and distribution data for financial reporting and in support of related university strategic projects and initiatives.
- Calculates and tests the University and Foundation Endowment distributions and prepares transfer of endowed funds payout to expendable accounts. Ensures compliance with relevant financial regulations, investment guidelines, and University policies.
- Prepares, updates, and maintains relevant Endowment reports and investment worksheets for the monthly and year-end close, including collaboration with external auditors to facilitate the financial audits and to ensure accurate Endowment reporting information in the financial statements for Auburn University and Auburn University Foundation.
- Supports portfolio management activities such as asset allocation, risk management, and price testing.
- Assists in creating long-term financial projections and scenarios to support strategic decision-making.
- Works collaboratively with the finance team, investment consultants, and other stakeholders to achieve common objectives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | Degree in Accounting, Finance, or related discipline required; Master's Degree preferred. | and | 8 years of | Experience in and a strong understanding of financial markets, asset allocation, investment strategies, and endowment management best practices. Experience should reflect progressively increasing levels of responsibility and accountability. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of relevant financial regulations, compliance, and reporting requirements. | |
| Excellent analytical and quantitative skills, with the ability to interpret complex financial data. | |
| Strong communication and presentation skills, with the ability to convey complex financial concepts to non-financial stakeholders. | |
| Advanced Microsoft Excel skills with the ability to analyze large data sets and identify patterns and gaps within the data. | |
| Demonstrated ability to work in a team-oriented environment and build positive relationships with donors and stakeholders. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| Chartered Financial Analyst (CFA) | | | Desired | |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Lifting | | | X | | | Up to 50 pounds |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | X | | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | X | | | | |
| Eye/Hand/Foot Coordination | | X | | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

**Vision Requirements:**

Ability to see information in print and/or electronically.