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## Auburn University Job Description

Job Title: **Investment Analyst III, Endowment** Grade FO11 \$59,500 - \$107,100  
Job Code: **KD02**  
FLSA status: Exempt  
Job Family: Financial & Business Operations  
Job Function: Accounting & Finance

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### 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.

### Essential Functions

1. Collaborates with financial and advancement professionals to ensure transparency, compliance, and effective communication regarding the Endowment's activities.
2. Conducts qualitative research and quantitative analysis supporting the investment strategy and operational management of the University and Foundation endowment portfolios.
3. Performs ongoing due diligence on investment managers, analyzing investment performance, investment strategies, and alignment with the Endowment portfolio investment objectives.
4. 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.
5. Oversees external brokerage account relationship to facilitate the receipt of donor stock gifts.
6. Validates endowed fund values, investment unit price, and distribution data for financial reporting and in support of related university strategic projects and initiatives.
7. Calculates and tests the University and Foundation Endowment distributions and prepares transfer of endowed funds payout to expendable accounts.
8. Ensures compliance with relevant financial regulations, investment guidelines, and University policies.
9. Prepares, updates, and maintains relevant Endowment reports and investment worksheets for the monthly and year-end closes, 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.
10. Supports portfolio management activities such as asset allocation, risk management, and price testing.
11. Assists in creating long-term financial projections and scenarios to support strategic decision-making.
12. Works collaboratively with the finance team, investment consultants, and other stakeholders to achieve common objectives.

### Supervisory Responsibility

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	Degree in Accounting, Finance, or related discipline required; Master's Degree preferred.
<b>Experience (yrs.)</b>	8	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.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

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.

#### Certification or Licensure Requirements

None Required. Chartered Financial Analyst (CFA) preferred.

#### Pre-Employment Screening Requirements

None Required

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing, .

Job occasionally requires walking, reaching, climbing or balancing, handling objects with hands, and lifting up to 50 pounds.

Vision Requirements: Ability to see information in print and/or electronically.

Date: 12/31/2023

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