Public Investments Team Analyst for UNC Management Company

**Company and Position Description:**
UNC Management Company (UNCMC) is a leading non-profit investment management firm, which manages approximately $4.7 billion on behalf of The University of North Carolina at Chapel Hill and other UNC System schools. The UNCMC Investment Team invests primarily through external managers across a globally diversified mix of public and private asset classes. The Public Investments Team is responsible for managing allocations to domestic and international public equities, hedge funds, and fixed income.

UNCMC has established a two to three year Analyst Program, which provides exposure across asset classes and strategies within the portfolio. The Analyst Program offers a unique opportunity for young investment professionals to gain experience working closely with senior management in a flat organizational structure. Analysts are involved in all aspects of the investment process including asset allocation, portfolio construction, and manager selection. Analysts gain intensive training in core investment management areas while interacting with some of the world’s premier investment managers.

**Responsibilities:**
- Assist senior investment team members in identifying, evaluating, selecting, and monitoring investments, including interviewing managers and performing due diligence.
- Assist the Chief Investment Officer and broader investment team in determining portfolio-level asset allocations.
- Generate research reports related to general portfolio management, new/emerging investment areas, as well as ad hoc projects.
- Identify, evaluate, and implement investment tools and resources used in connection with investment monitoring and portfolio management.
- Draft internal and board level memoranda detailing investment recommendations and actions.
- Use portfolio management software to generate internal and client-specific reports.
- Maintain investment databases used to track and monitor prospective and existing investments.
- Some domestic and/or international travel required.

**Qualifications:**
Candidates must possess an exceptional collegiate academic record (Bachelors degree in business-related field preferred), strong quantitative abilities, excellent computer skills (advanced Excel, Word, PowerPoint, etc.), and superior oral and written communication skills. Candidates must also have a sound understanding of basic investment concepts and an interest in and commitment to pursuing a career in investment management. The following factors are equally important: the ability to thrive in a team-oriented environment while also working independently; a keen attention to detail; sound judgment; intellectual curiosity; and personal and professional integrity.

**Contact:**
Please email your cover letter and resume to employment@uncmc.unc.edu. Write “Public Investments Team Analyst” in the subject line of your email.