Investor Relations and Communications for UNC Management Company

Company and Position Description:

UNC Management Company (UNCMC) is a professionally staffed asset management firm providing investment services to The University of North Carolina at Chapel Hill and other schools in the UNC System. UNCMC’s total assets under management are approximately $3.4 billion and investment activities are managed by both the Public and Private Investments Teams under the supervision of the Chief Investment Officer (CIO). The Public Team is responsible for managing allocations to domestic and international public equity and fixed income, hedge funds, and commodities. The Private Team is responsible for managing allocations to private equity, energy & natural resources, real estate, and fixed income.

The Investor Relations and Communications role is a key position with UNC Management Company (UNCMC) as it serves as the initial point of contact for all member (investor) representatives for the various investment pools managed by UNCMC. This role is accountable for all outgoing correspondence to the underlying institutions and their representatives, including all required reporting. The person will also write and manage the distribution of any corporate communications and is responsible for maintaining the company brand.

Responsibilities:

- Manage all investor relationships across multiple investment pools
- Respond to one-time and recurring requests by investors and their representatives
- Maintain and enhance reporting and communication documents and methods
- Prepare presentations to various audiences
- Attend client meetings as required
- Prepare written communication for UNCMC President & CEO and UNC-Chapel Hill constituents
- Manage Quarterly Report publishing and production
- Manage Annual Report publishing and production
- Maintain corporate brand
- Oversee extranet and intranet website content and enhancements
- Completion of annual/periodic surveys
- Approve all monthly/quarterly website reporting
- Manage and facilitate member webcasts
- Primary contact for media/press inquiries
- Manage recurring and one-time projects as needed
- Manage investor relations staff

**Qualifications:**

Candidates must possess a Bachelors degree preferably in Business Administration, Finance or Communications; a master’s degree is preferred. Excellent computer skills (Advanced Excel, Word, PowerPoint, etc.) and extensive writing and presentation preparations skills are a must.

Candidates must also have strong communications skills, be deadline oriented, ability to multi-task, be an effective problem solver and critical thinker. Strong project management skills are required. Equally important are the ability to thrive in a team-oriented environment while also working independently, a keen attention to detail, sound judgment, and personal and professional integrity.

Typically requires 5-7 years work experience with working in a financial/investment environment with at least 1 to 2 years supervisory experience.

**Contact:**

Please email your cover letter and resume to employment@uncmc.unc.edu. Write “Investor Relations and Communications” in the subject line of your email.