

JOB INFORMATION

Job Code	KD02
Job Description Title	Investment Analyst III, Endowment
Pay Grade	FO11
Range Minimum	\$64,850
33rd %	\$82,140
Range Midpoint	\$90,790
67th %	\$99,430
Range Maximum	\$116,730
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/31/2023

JOB FAMILY AND FUNCTION

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

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

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

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.