

Investment Analyst or Associate

We are a San Francisco-based investment management firm with approximately \$2 billion in assets under management. Founded by accomplished investment professionals, we partner with ultra-high-net-worth clients to deliver sophisticated portfolio solutions and differentiated access to alternative asset classes.

The Analyst/Associate will report directly to the Head of Investments and contribute to portfolio management, investment reporting, and the development of the firm's investment platform. This role offers exposure to asset allocation, fund management, and advanced reporting technologies, providing a strong foundation for a career in private wealth and investment management.

In addition to killer excel modeling skills and a strong desire to grow in the portfolio investment world, the right candidate will demonstrate analytical thinking, creativity, intellectual curiosity, and resourcefulness. Attention to detail, strong work ethic, and a self-starter attitude are essential.

About the Role - Key Responsibilities:

- **Financial modeling:** Detailed Cash flow calculations, model creation and updates for our clients.
- **Data management and reconciliation:** Review, compare and reconcile data across systems.
- **Reporting:** Create, review and initiate ongoing improvement of advanced client and fund reports.
- **Problem Solving:** Work with sophisticated clients to creatively solve financial problems.
- **Research & Analysis:** Investment diligence and research requests as needed.

About You – Candidate Profile:

- **Data and financial modeling experience.** Superior Excel skills. Experience with Addepar, AI prompting or tools, SQL/Python a plus.
- **Exceptional analytical and problem-solving skills.** Enjoy developing innovative solutions with minimal guidance.
- **Self-starter and team player.** You have an ability to work collaboratively with a proactive approach to challenges, demonstrate a "no task is too small" attitude.
- **Client focus.** Desire to move fast and deliver the best results to our clients.
- **Excellent interpersonal and communication skills.** Capable of building and maintaining strong relationships with external partners and clients across various levels of seniority.
- **Ability to work full time out of the firm's San Francisco office, located in the Presidio.**

About Us – our Team:

- A motivated, highly engaged team that collaborates and enjoys working well together.
- Excellent clients that are sophisticated and are true partners of our team.
- Learn from some of the top institutional investors in alternative asset classes.
- Competitive salary and benefits package.
- We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Type: Full-time, in person, in our beautiful office in the Presidio.