



Position: Operations Specialist

Location: Radnor, PA

Firm: 73-person firm managing \$9 billion for about 600 US non-profits

Compensation: Competitive compensation and benefits package

Culture: mission-driven, cross-disciplinary, intellectually rigorous approach

Organizational Overview

TIFF was founded in 1991 by a network of foundations and is a mission-driven, not-for-profit organization dedicated to delivering investment solutions to foundations, endowments, and other charitable institutions. Since its inception, TIFF has exclusively served the non-profit community by providing experienced manager selection and access, risk-sensitive asset allocation, and integrated member service to institutions with long-term investment horizons. TIFF provides major endowment investment capabilities to non-profits that lack the scale and in-house resources to pursue sophisticated investment strategies on their own. TIFF Advisory Services is the regulated advisory firm that administers the investment vehicles bearing the TIFF name. TIFF's mission, credo, and board membership can be found at www.tiff.org.

Position

TIFF manages capital in several co-mingled vehicles and invests broadly across different asset classes and investment strategies and structures. TIFF manages portfolio exposures via direct investments, but like many endowments, TIFF employs external managers to manage the majority of TIFF's capital. The Operations Specialist will assist the operations team with gathering, processing and reconciling manager data, trade activity, cash flows, proxy voting, and maintenance of internal and external databases. Responsibilities include, but are not limited to:

Responsibilities

- Input, reconcile, maintain and analyze data within our portfolio management system
- Gather exposure data from managers via web portals and email
- Perform various daily tasks associated with trade processing: prepare best execution support, reconcile holdings, and maintain records
- Maintain the operations documentation management system
- Prepare daily capital calls and distributions for processing; track activity utilizing private investment database
- Maintain records of proxy voting data
- Reconcile monthly member statements for various TIFF vehicles
- Perform monthly reconciliation of fund trading activity using internal and 3rd party records
- Other routine daily/monthly/quarterly operational tasks such as: collateral management, cash balance reconciliation, trade activity, board book preparation and quarterly reports
- Maintain and distribute weekly internal manager monitoring and attribution reports

Critical Competencies

- Minimum of 2-4 years investment operations experience
- Excellent attention to detail with ability to multi-task and prioritize workload
- Strong organizational and communication skills
- Highly proficient with Microsoft Excel and Outlook



- Successful experience working in a collegial but independent environment
- Highly self-motivated; positive attitude
- Outstanding written and verbal communication skills

Valued Experience

- Knowledge of mutual fund industry practices and financial acumen
- Understanding of Bloomberg, Factset, Tamale or other research management tool
- Database entry and/or maintenance experience