

RAINWATER

Charitable Foundation

Investment Analyst

Position Summary:

The Rainwater Charitable Foundation is seeking an Investment Analyst for the Foundation's investment team, which manages a ~\$1B endowment to support the Foundation's philanthropic missions. The investment team aims to generate excellent returns through investments in a broadly diversified group of best-in-class external managers. This position reports to the Foundation's Director of Investments. It is based at the Foundation's office in Fort Worth, Texas. Compensation is competitive and includes a full benefits package.

Key Responsibilities:

- Model and monitor the Foundation's existing investment portfolio on a daily or weekly basis
- Analyze potential investment opportunities across a broad range of asset classes
- Interface directly with the Foundation's custodian (Northern Trust) and verify performance calculations
- Archive and maintain investment research, legal contracts, research notes, and contacts in the Foundation's research management system (Factset Code Red)
- Monitor and maintain Foundation's liquidity model
- Maintain an up-to-date potential manager pipeline
- Assist in the preparation of quarterly investment performance presentations and reporting materials for the Investment Committee
- Provide operational assistance for Foundation's finance team as needed (for example: cash/collateral management, annual audit assistance, regulatory filings such as the SEC 13F)
- Other duties as needed or required

Core Qualifications:

- Bachelor's degree with strong GPA (3.7+) required
- CFA charterholder / current pursuit of CFA charter preferred
- Strong interest in investment management and desire to learn
- Some (1-2 years) finance/accounting/investing experience strongly preferred, though may consider recent graduates with exceptional academic credentials and internship experience
- Ability to travel
- Detail-oriented, focused, and organized
- Ability to effectively prioritize, multi-task and manage time
- A positive attitude and high level of flexibility
- High level of professionalism and discretion
- Demonstrated skill in Microsoft Office, including advanced knowledge of Microsoft Excel
- Interest in philanthropy and the Foundation's mission and operations
- Adherence to a strict code of ethics and conflict of interest policy, including restricting personal investments to index funds and mutual funds
- Employment eligibility in the United States

To apply, please send a resume (with undergrad GPA) and cover letter to hr@rainwatercf.org, with the subject line "RCF Investment Analyst Application – [insert full name]."