



## Notice of Open Position

<b>Title:</b>	Portfolio Associate
<b>Location:</b>	650 Fifth Ave., 19th Floor, New York, NY
<b>Reports to:</b>	Senior Investment Officer
<b>FLSA Status:</b>	Full Time – Exempt

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The mission of the Doris Duke Charitable Foundation is to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke's properties.

### JOB SUMMARY

Reporting to the Senior Investment Officer, the Portfolio Associate is responsible for applying quantitative skills and experience to enhance the performance of the foundation's investment portfolio. Specific responsibilities include data aggregation, portfolio analytics, and portfolio- and manager-level risk management and performance attribution, including development and maintenance of necessary tools. The Portfolio Associate may also support the team with manager due diligence and researching prospective investment managers.

### ESSENTIAL FUNCTIONS

#### **Analytics & Risk Management:**

- At the portfolio and asset class levels, provide analytical support and accountability for reporting systems; reporting on risk factor exposures (such as market exposures, economic exposures, portfolio concentrations and correlations) and risk-adjusted performance measures;
- At the manager level, analyze embedded risks and biases in manager return histories; measure and forecast manager performance both in absolute terms and relative to peers; highlight abnormal manager under- or outperformance; and measure, evaluate and monitor active risk and performance attribution of managers;
- Work with the investment team to provide quantitative analytical support to assist in capital allocation and rebalancing decisions.

- Create and maintain systems to capture and analyze relevant manager and financial data;
- Assist the team in monitoring the performance of existing and prospective managers;
- Complete special projects as requested.

#### **Communications:**

- Prepare reports and other materials on investment analytics for presentation to the team;
- Formulate and effectively communicate results of investment performance attribution and risk management;
- Keep detailed and thorough notes and records of internal and external meetings.

#### **Operations:**

- Correspond with investment managers and third parties to gather and maintain data for recordkeeping;
- Prepare monthly reports for distribution.

#### **QUALIFICATIONS**

- Bachelor's degree required in finance;
- Two to four years of financial market experience, including strong quantitative skills;
- Expertise using Excel required (coding experience a plus);
- Previous experience with risk factors in both a portfolio- and manager-level context, portfolio simulation methods, scenario analysis and stress testing, tail risk, illiquidity risk, and/or other non-traditional risk factors, and modeling highly preferred;
- Strong organizational and project management skills, with excellent attention to detail;
- Ability and willingness to take initiative and be self-motivated and resourceful;
- Well-developed analytic reasoning and curiosity, and an established track record working well in a team-based environment;
- Strong interpersonal, verbal and written communication skills essential.

#### **HOW TO APPLY**

Send resume with cover letter to [hr@ddcf.org](mailto:hr@ddcf.org). Resumes without cover letters will not be considered. Please include your last name followed by "Portfolio Associate" in the subject line. Applications will be accepted until August 31, 2017.

*No phone calls or in-person applications, please.*

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all states and localities in which we operate.