HIGHGROUND® ADVISORS

Protect. Strengthen. Grow.®

JOB TITLE: INVESTMENT PERFORMANCE & DATA ANALYST
DEPARTMENT: INVESTMENTS
REPORTS TO: VICE PRESIDENT & CHIEF INVESTMENT OFFICER
CLASSIFICATION: EXEMPT
LOCATION: DALLAS, TEXAS

Position owns performance measurement, reporting and investment data for multi-asset class portfolios, providing the Investments team with accurate, timely information to support investment decisions and client reporting.

WHO YOU ARE

As an Investment Performance & Data Analyst, you are a part of the investments team and are passionate about working with and serving others. You enjoy turning data into clear, reliable information: you are detail-oriented, comfortable working in large spreadsheets and data platforms, and take pride in getting the numbers right. You're proactive, have a high degree of intellectual curiosity and are always looking for better ways to get things done. You are open-minded and fluid in adapting to and embracing change, making you the ideal collaborative team player.

Essential duties and responsibilities

YOU ARE EXCELLENT AT:

- Calculating, reconciling and reporting portfolio, asset class and manager performance, including returns, benchmark comparisons, attribution and risk statistics, on a monthly and quarterly basis
- Tracking private market investments, including capital calls, distributions and valuations, and calculating private fund performance such as IRR, multiples and public market equivalents
- Reconciling performance, holdings and cash flow data against custodian, manager and consultant statements and resolving discrepancies
- Monitoring client portfolios against their investment policy statements, asset allocation targets and benchmarks, and supporting the onboarding of new client accounts
- Producing performance reports, dashboards and data exhibits for the Chief Investment Officer, Investment Committee and client-facing materials
- Building and maintaining Excel models, databases and reporting templates that track holdings, asset allocation, cash flows, fees and manager data
- Using FactSet and other data platforms to source, analyze and validate market, index, holdings and portfolio data
- Supporting investment trading and operations, including trade processing, trade entry and maintenance in Innovest, settlement coordination and related recordkeeping
- Maintaining accurate data in the firm's performance and portfolio accounting systems
- Maintaining benchmark and manager data sets and documenting performance methodologies and procedures
- Streamlining and automating recurring data collection and reporting processes
- Supporting the investment team in monitoring managers across all asset classes through performance, risk and peer analysis
- Providing quantitative analysis to support due diligence on new investment opportunities and asset allocation reviews
- Responding to performance and data requests from internal teams and clients and preparing related presentations

Competencies and qualifications

YOU HAVE:

- Bachelor's degree in finance, economics, accounting, mathematics, statistics or a related field
- Two to four years of experience in investment performance measurement, investment operations or data analysis, ideally with an endowment, foundation, OCIO, investment consultant, custodian or asset manager
- Advanced Microsoft Excel skills, including complex formulas, lookups, pivot tables and working with large data sets; experience with Power BI or similar visualization tools, Power Query or VBA is a plus
- Experience with FactSet is preferred; familiarity with other investment data, performance and portfolio accounting platforms (e.g., Bloomberg, Morningstar, Burgiss) is a plus
- Understanding of performance concepts for public and private investments, such as time-weighted and money-weighted returns, IRR, multiples, public market equivalents, attribution and benchmarking; familiarity with GIPS and progress toward the CFA or CIPM designation are a plus
- Strong analytical and problem-solving skills with exceptional attention to detail and accuracy
- Ability to explain data and results clearly to non-technical audiences
- Strong communication skills (verbal and written) and the ability to interact with all levels of staff confidently and professionally
- Strong organizational skills and the ability to meet recurring deadlines while managing changing priorities
- Proficiency in PowerPoint, Word and Outlook

HighGround has a professional, open office environment

INVESTMENT PERFORMANCE & DATA ANALYST WORKING CONDITIONS:

- Routinely uses standard office equipment such as computers, phones, multi-functional copiers and filing cabinets
- Usually sits to complete job functions, but may walk or stand for brief periods (access to sit-to-stand desks for optimal flexibility is provided)
- Must be able to lift up to 5 pounds
- Is required to have close vision, distance vision and the ability to adjust focus
- Is required to have the ability to lift files, open filing cabinets and bend or stand on a stool as necessary
- Is required to work onsite as scheduled and has little to no expected travel

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Employees holding this position will be required to perform any other duties as requested by management, from time to time in its sole discretion. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

WHO WE ARE

Our vision is to Protect, Strengthen and Grow our nonprofit clients and charitably minded families. We believe there is no pursuit more important than this; because we believe the work we do, now and in the future, will not only shape our lives but will empower the many organizations that truly transform lives. This vision forms an authentic pathway to our mission—to be an innovative and vigilant caretaker of the funds and assets entrusted to us by the nonprofits and generous individuals we serve through effective asset management, gift planning strategies and account support services. It is the outcome we work towards together—to have a greater impact on the world and individual lives. We hope you will decide to join us on this incredible journey.

HighGround is committed to our brand promise and our core values. As such, we expect that you will strive to keep our clients at the center of everything you do, be honest, always remain professional, exhibit humility and think outside of the box as our founders did, who were pioneering and visionary when our journey began in 1930.

HighGround offers a comprehensive benefits package that includes a medical plan, dental, vision, disability benefits, retirement plan and more, but don't take our word for it, have a look at what other HighGrounders are saying and learn more about our benefits here: https://www.highgroundadvisors.org/careers.

If you are interested in becoming a part of the HighGround team, please email your resume and cover letter to HR@highgroundadvisors.org.