

JOB SUMMARY

The New York Community Trust (NYCT), established in 1924, is a community foundation dedicated to improving the lives of residents of New York City and its suburbs. We bring together individuals, families, foundations, and businesses to build a better community and support nonprofits that make a difference. With nearly \$3.5 billion in assets, NYCT comprises a not-for-profit corporation as well as hundreds of charitable trusts benefitting NYCT whose investments are managed by 12 trustee banks and whose investment performance NYCT monitors.

Reporting to the Chief Investment Officer, the Investment Director will assist in the oversight of the various investment functions of the NYCT and their intersection with NYCT's charitable work.

Duties and Responsibilities

- Participate in manager searches from inception to selection.
- Collaborate with investment consultant on various projects and topics.
- Contribute to the production of the quarterly Investment Committee meeting package.
- Provide notes and minutes for meetings with managers, trustee banks and the Investment Committee.
- Reconcile manager performance data with custodian bank.
- Conduct annual meetings with each trustee bank and provide an update on performance and operations.
- Work in conjunction with the donor department to provide information regarding investment options to current and prospective donors.
- Additional duties as assigned.

Qualifications and Skills

- Bachelor's Degree. Course work in statistics preferred but not required.
- At least 3 years' experience, with seven plus years preferred, in the any of the following areas: asset allocation, equity research, investment consulting, manager selection, portfolio management, or risk management.
- Must be self-motivated and able to manage multiple tasks and deadlines at once.
- Must be a critical thinker with solid analytical expertise.
- Must have strong written and verbal communication skills.
- Must be able to work within a small team environment.
- Must possess a passion for financial markets and curiosity to always want to know more.
- Strong computer skills, particularly in Microsoft Excel. A familiarity with eVestment alliance a plus.

Salary & Benefits

Excellent benefits; Salary range: \$130,000 – \$160,000.

Please submit your resume and cover letter to Joan Reedy, Human Resources, The New York

Community Trust by email at jmr@nyct-cfi.org or by mail to 909 Third Avenue, New York, NY 10022. No calls please.

The New York Community Trust is an equal opportunity employer and does not discriminate based on race, color, sex, age, national origin, religion, sexuality or gender identity, status as a veteran, or disability or on any other federal, state or local protected class.