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**Employment Opportunity:**

Title: Manager of Investment Operations and Due Diligence

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**Company Profile:**

The University of Virginia Investment Management Company (UVIMCO) provides investment management services to the University of Virginia and affiliated entities and is responsible for monitoring and evaluating investment strategies for a \$4 billion investment portfolio. The Manager of Investment Operations and Due Diligence position is a unique opportunity to join a dynamic organization that utilizes world class investment strategies to further the mission of one of the most prestigious public institutions of higher education in the country.

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**Position Overview:**

UVIMCO seeks a Manager of Investment Operations and Due Diligence to develop, implement and supervise both an operational due diligence function and an internal trading operations platform. The position will report to the Chief Operating Officer and will work regularly with the investment and operations teams at UVIMCO.

This position will be responsible for planning and coordinating operational due diligence visits, completing operational due diligence reviews of alternative investment managers and offshore administrators (with a focus on more complex funds and strategies), and leading ongoing development and enhancement of UVIMCO's due diligence methodology, process and documentation. We seek an intellectually curious individual who will help our external investment managers apply best practices to identify and manage emergent risks.

The position is also responsible for designing and implementing an internal trading platform. Applicant should be able to demonstrate considerable knowledge of trade support and operations (pre- and post-trade) for multiple asset classes, including equities, fixed income, futures, foreign exchange and over-the-counter products, and a demonstrated track record for building or improving an operating platform.

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**Position Requirements:**

Qualified candidates will have an undergraduate degree in finance, accounting, business or a related field. MBA, CPA or CFA designation is a plus. A high level of professionalism and integrity is a must.

Candidates should have at least five years of experience with global securities and exchanges and have worked in an environment with multiple prime-brokers/custodians and multiple execution counterparties. Additionally, the candidate should have experience in implementation and/or maintenance of core operational systems including portfolio accounting and reconciliation.

The ideal candidate must have buy-side operations experience, preferably at a hedge fund, but could also have experience at a traditional asset management firm. The candidate must possess a broad knowledge of the alternative investments industry, familiarity with alternative investment fund managers/investors, and a developed understanding of key operational risks facing hedge funds and private equity.

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**Employment Benefits:**

UVIMCO offers a competitive base salary and bonus opportunities. Excellent benefits and a business casual work setting in Charlottesville, VA are also offered.

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**Application Process:**

**To apply, please mail, e-mail or fax cover letter, resume and salary requirements to:**

UVIMCO – Search Committee, Manager of Investment Operations  
PO Box 400215  
Charlottesville, VA 22904  
Fax: (434) 243-1816  
E-mail: [uvimco@virginia.edu](mailto:uvimco@virginia.edu)  
<http://www.virginia.edu/uvimco>