

November 6, 2019

## Portfolio Management Analyst

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Department: **HFS – Portfolio Management**

Reports to: **Principal – Portfolio Management**

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Location: **Chicago, IL**

Contact: **Human Resources (careers@gcmlp.com)**

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### SUMMARY

The Portfolio Management department's primary focus is to construct and monitor the customized and commingled portfolios the firm manages in our Hedge Fund Strategies group. The department constructs forward-looking allocation plans that align with GCM Grosvenor's current investment views while ensuring compliance with each portfolio's stated objectives and constraints. The Portfolio Management team works closely with other departments including our Research, Risk Management and Operations teams on investments-related work. In addition, Portfolio Management works closely with our Business Development, Marketing and Legal groups to create portfolio proposals in pursuit of new business, and to further develop existing business relationships. **The role of a Portfolio Management Analyst focuses in the areas of investments, client servicing and operations.**

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Construct forward-looking portfolio plans that allocate client capital to various hedge funds.
- Use the Firm's internal risk analytics to analyze portfolios of hedge funds and inform allocation decision making.
- Draft portfolio-related correspondence to clients and create customized solutions for client requests as they arise.
- Maintain good knowledge base of underlying hedge funds and current investment themes.
- Work closely with Business Development, Marketing and Legal to create proposed portfolio presentations for potential new business.
- Test portfolio allocation plans to their respective objectives and constraints for compliance.
- Participate in weekly department meetings.
- Work on special projects as needed, such as broad investment process or strategic development projects.
- Train/mentor investment analysts who subsequently join the team.

### GENERAL EDUCATION, SKILLS OR EXPERIENCE REQUIREMENTS

The individual should have broad-based investment and capital markets knowledge, as well as, experience in financial analysis. Specific knowledge of the hedge fund industry and various strategies would be a significant enhancement. The ideal experience and critical competencies for the role include the following:

- Bachelor's Degree with a concentration in Finance, Economics, Accounting or a related field with a superior grade point average.
- 1 - 3 years working in an investment, operations or accounting role within an asset management firm or top-tier public accounting firm.
- Overall familiarity with the alternative investments industry and a working knowledge of a broad range of hedge fund strategies.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

**If interested and qualified for this position, please notify Human Resources.**

**EQUAL OPPORTUNITY EMPLOYER M/F/D/V**

- Superior written and verbal communication skills. The ability to articulate thoughts in a clear and concise manner to both clients and staff through written correspondence, presentations and in meetings.
- Highly proficient with Excel, Word, and Outlook.
- Ability to work in a fast-paced, changing environment.
- Excellent work ethic, high degree of professionalism and integrity, and commitment to team in a goal-oriented environment.
- Superior organization, decision making and problem solving skills with the demonstrated initiative and ability to manage tasks and projects independently from start to finish.
- Flexibility and adaptability to handle changing priorities pertaining to work flow.
- Strong attention to detail and concern for quality and accuracy of final product (and ability to balance that concern with deadlines).
- The ability to manage multiple tasks simultaneously in a cross functional team environment.
- Team player, self-starter, and independent thinker.
- Flexible schedule which allows for certain late nights and weekends depending upon work load.
- The ability to recognize the requirements of confidentiality.
- Proven ability to work both independently and within a team.

In terms of cultural fit, the successful candidate will be self-motivated and be energized by working amongst a group of thoughtful, smart, fast-paced and successful colleagues. He or she will enjoy being a part of an organization focused on excellence and will be a naturally collaborative individual who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to take initiative with discretion and judgment.

#### HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to [careers@gcmlp.com](mailto:careers@gcmlp.com). Please reference “**PM Analyst #101569**” in the subject line of the email.

#### ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with over \$55 billion AUM in hedge fund strategies, private equity, infrastructure, real estate and multi-asset class solutions. It is one of the largest, most diversified independent alternative asset management firms worldwide. The firm has core expertise in product and custom investment solutions. Its product solutions provide turn-key access to both diversified and specialized alternative investment portfolios. Its customized investment solutions give clients an active role in the development of their alternatives programs.

GCM Grosvenor has offered alternative investment solutions since 1971. The firm is headquartered in Chicago, with offices in New York, Los Angeles, London, Tokyo, Hong Kong and Seoul. GCM Grosvenor serves a global client base of institutional and high net worth investors.

For more information, visit [www.gcmgrosvenor.com](http://www.gcmgrosvenor.com).

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