July 21, 2016

Due Diligence Report Editor Associate

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<th>Investments-Research</th>
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<td>Chicago, IL</td>
<td>Contact:</td>
<td>Human Resources (<a href="mailto:careers@gcmlp.com">careers@gcmlp.com</a>)</td>
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SUMMARY

Working closely with the Investment, Risk Management and Operational Due Diligence Teams, the individual in this position will be responsible for compiling, editing and overseeing the creation of hedge fund research reports for client distribution.

Responsibilities

The individual will be involved in the following critical activities:

- Create hedge fund research reports, following a consistent, structured approach.
- Compile sections drafted by investment, risk management and operational due diligence team members into a cohesive report, and edit the full report to ensure clear client communication, internal consistency of data and content and a pervasive voice.
- Oversee and perform periodic updates to existing hedge fund research reports.
- Project manage report creation to meet important deadlines and client requests.
- Maintain excellent communication and working relationships with team members firm-wide.
- Obtain content approval from senior investment, operations and compliance staff.
- Perform related duties as assigned.

Education, Skills and Experience Requirements

The ideal experience and critical competencies for the role include the following:

- BA/BS degree with a superior grade point average. MBA/CFA/CAIA a decided plus.
- Experience writing and/or editing content about the investment industry, investment managers, hedge funds, or a related topic.
- Excellent writing skills; expert knowledge of grammar, sentence structure, and paragraph structure.
- Superb attention to detail; ability to ensure consistency of content.
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Concern for quality of final product (and the ability to balance that concern with deadlines).
- Understanding of financial markets and investment strategies. Preference for knowledge of hedge funds, from an investment and operational perspective. High-level familiarity with investment concepts such as: risk, leverage, fund terms (fees, liquidity, legal structure, eligible investors, etc.), valuations, compliance, trading operations, administration services, and fund legal documents.
- Demonstrated team player, self-starter, and independent thinker.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person 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 exercise discretion and judgment.

(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
HOW TO APPLY
Interested candidates should submit a letter of interest along with a resume to careers@gcmlp.com. Please reference “DDR Editor, #101065” in the subject line of the email.

ABOUT THE FIRM
GCM Grosvenor is one of the world’s largest independent alternative asset management firms, with over $45 billion in assets under management. The Firm’s investment management and advisory services span public and private markets, focusing on hedge funds, private equity, infrastructure and real estate. GCM Grosvenor launched its first investment portfolio, a multi-manager portfolio of hedge funds, in 1971. The Firm’s global client base includes public and private pensions, sovereign wealth entities, banks, corporations, insurance companies, charitable organizations, endowments and high net worth individuals.

For more information, visit www.gcmlp.com.