

April 5, 2019

Associate – Investment Implementation

Department: **Finance – Investment
Implementation**

Reports to: **Executive Director**

Location: **Chicago, IL**

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

SUMMARY

As a member of the Investment Implementation team within GCM’s Finance Department, the Associate will conduct day-to-day investment operations-related responsibilities for the Grosvenor funds with a focus on implementation of hedge fund, private equity, real estate, and infrastructure investments. The Associate will liaise with numerous internal departments, including Investments, Portfolio Management, Legal, Fund Finance and Client Services to coordinate the relevant functions.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Ensure that the investment-related decisions of GCM’s Portfolio Managers, Investment Committees and Operations Committee are executed appropriately by implementing subscriptions, redemptions and transfers of interests among hedge fund, private equity, real estate, and infrastructure investments.
- Prepare and disseminate applicable investment documentation for investments (e.g., subscription documents, co-investment documents, redemption notices, transfer agreements and letters of direction).
- Liaise with external investment managers and administrators regarding investment decisions and related inquiries.
- Identify and negotiate transactions required with underlying managers to effect fund modifications, fund restructures and transfers in-kind.
- Interface directly with external clients by preparing client reports and communications and implementing customized client requirements.
- Review and analyze governing documentation for planned investments in order to understand the terms and conditions of the GCM fund investment.
- Review key provisions of underlying hedge fund documentation that have been abstracted into GCM’s databases in order to aid in investment decision making.
- Perform liquidity analysis on hedge fund investments.
- Monitor and ensure compliance with internal trading policies and procedures.
- Design and implement control techniques including working with Information Technology staff to develop and implement automated solutions.
- Participate in and lead special and recurring projects and report results to senior management.
- Perform additional related duties as assigned.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- BA/BS with outstanding academic credentials.
- 4 to 7 years of business experience in the financial industry. A prior focus in the asset management segment of the financial services industry is preferable.

(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

- Outstanding verbal and written communication skills. Proven ability to communicate effectively with clients and key stakeholders.
- Strong attention to detail and concern for quality and accuracy of final product.
- Ability to multi-task and prioritize work in a fast paced, changing environment.
- Excellent work ethic and high degree of professionalism.
- Proven ability to design and implement new processes.
- Superior organization, decision making and problem solving skills.
- Demonstrated initiative and ability to manage projects independently from start to finish.
- Strong interest in furthering technological initiatives to create efficiency and reduce risk.
- Proven ability to work both independently and within a team.
- Strong analytical abilities.
- Highest degree of integrity and ability to maintain confidential information.
- Proficient in Adobe Acrobat and Microsoft Office Suite (including Outlook, Excel, Word and PowerPoint).
- Desire to work in dynamic, entrepreneurial organization.

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.

HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to careers@gcmlp.com. Please reference **“Investment Implementation Associate #101497”** in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 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.gcmlp.com.

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