

June 13, 2018

## Investment Support Associate

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Department: **Investments-Research**

Reports to: **Senior Vice President**

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Location: **Chicago, IL**

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

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### SUMMARY

As a member of the Hedge Fund Strategies Investments team, the individual in this position will be responsible for supporting the investment team with work flow across various activities to meet deliverable deadlines. Working closely with the Investment, Risk Management and Operational Due Diligence teams, the individual in this position will be responsible for compiling and overseeing the creation of hedge fund research reports for client distribution.

### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Project manage hedge fund research report creation to meet important deadlines and client requests, including measuring, monitoring, prioritizing and ensuring work and tasks are being completed and deadlines are being met.
- Obtain information and compile and produce hedge fund research reports following a consistent, structured approach.
- Obtain content approval from senior investment, operations and compliance staff.
- Oversee and perform periodic updates to existing hedge fund research reports.
- Manage and prepare materials for internal and external client meetings.
- Input data into various databases, reports, spreadsheets and presentations.
- Provide ad hoc or full cycle assistance in preparation of investment memos and client/prospect presentations.
- Create and modify Excel-based templates for investment analysis and presentations.
- Make copies of documents for internal or client meetings.
- Provide support to the team on special projects, analysis and presentations.
- Track and update reports, Excel spreadsheets and presentations.
- Manage and update data (meetings, contacts, etc.) in Salesforce.
- Develop and implement new processes and procedures to improve efficiency.
- Perform related duties as assigned

### EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

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

- Bachelor's Degree with a proven record of academic success.
- Minimum of two years of related experience in the financial industry.
- Detail oriented self-starter with the ability to manage own work without being told.
- Strong project management skills with the ability to motivate others to meet deadlines.
- Experience successfully managing multiple priorities with competing deadlines in a professional and efficient manner.
- Expert knowledge of Microsoft Office Suite with a focus on PowerPoint and Excel.
- Superior verbal and written communications skills.

(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.**

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- Outstanding organization, decision making and problem solving skills.
- Demonstrated initiative and ability to work in a fast paced, changing environment.
- High degree of integrity and the ability to recognize the requirements of confidentiality.
- Proven ability to work both independently and within a team.
- Entrepreneurial approach to task management. Ability to take control and manage tasks independently to closure.
- Flexibility and adaptability to various changing working conditions based on priorities.

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](mailto:careers@gcmlp.com). Please reference **“Investment Support Associate, #101358”** 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.gcmgrosvenor.com](http://www.gcmgrosvenor.com).

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