About UTAM
University of Toronto Asset Management ("UTAM") is the investment manager of the University of Toronto’s endowment and short-term working capital assets. UTAM has a team of more than 25 professionals, and we invest globally across asset classes using a wide range of strategies. We are adding a Responsible Investment (RI) Analyst to our Investment team who will contribute to UTAM’s responsible investing and investment activities.

Please refer to https://utam.utoronto.ca/ for more information about UTAM.

The Position
Title: Analyst, Responsible Investing
Position Type: Full-time, permanent
Reports to: President and Chief Investment Officer
Location: Toronto, ON (hybrid working options currently available)

Position Summary
This Analyst position is a new role, and we are seeking an individual with strong analytical skills as well as knowledge and interest in responsible investing to support UTAM’s investment team in completing various responsible investing-related tasks, including data collection, knowledge building, reporting and portfolio analytics. The Analyst will assist in the coordination and management of our stewardship program, which includes our participation in collaborative engagement initiatives, proxy voting and advocacy with various parties. The Analyst will be part of the investment team and have opportunities to collaborate with other internal groups (Risk & Research and Operations) and our external partners.

This is a great opportunity to join a collaborative and high-performing team of investment professionals within a flat organization and to make a direct contribution to our investment activities across asset classes.

Responsibilities

- Conduct research on responsible investing topics through attendance at webinars, industry events, etc., as well as extensive reading of topical news, research papers, and academic studies; gather, manage and disseminate such knowledge across the organization and specifically to our Responsible Investing Committee.
- Collaborate with other UTAM team members on RI-specific projects.
- Generate RI-related portfolio analytics for manager due diligence using multiple analytical tools for the investment teams across asset classes.
- Serve as the point person in the use of various RI-focused tools such as MSCI ESG Manager (including running ESG rating reports and carbon reports on portfolios and companies when needed).
- Identify and assess other relevant tools available in the market that can improve our responsible investing reporting and our assessment of external investment managers.
- Proactively seek to improve the efficiency of analytics and reporting by leveraging technology and coding.
Analyst, Responsible Investing, Investments

- Assist in project management of annual PRI and other responsible investing-related reporting as required, including but not limited to data collection on proxy voting and engagement activities; assist with stakeholder communications and reporting.
- Liaise with external partners to ensure delivery of required ESG-related data.
- Assist with our corporate engagement efforts by preparing research materials and drafting and circulating meeting notes.
- Assist in the development and delivery of internal RI training programs. Evaluate external training programs.
- In consultation with the President and CIO, co-ordinate the agenda, prepare and/or aggregate materials for Responsible Investment Committee meetings (i.e., this includes preparing meeting minutes, maintaining action items tracking).
- Performance of other duties and ad-hoc projects as required.

Qualifications, Experience, and Candidate Profile

- A minimum of a Bachelor’s degree is required, with a strong academic record.
- Two to three years of relevant experience in investment management, investment consulting or other related work experience with exposure to and evidence of a strong passion for responsible investing.
- Strong knowledge of responsible investing practices for institutional investors.
- Experience or familiarity with UN PRI, NZAOA, TCFD disclosure, Climate Action 100+, responsible investing service providers (such as data, rating and engagement service providers) and other responsible investing initiatives is considered an asset.
- Strong written and oral communication skills are considered essential.
- Well-developed demonstrable qualitative and quantitative analytical skills, ability to conduct in-depth research and assimilate significant amounts of information.
- Strong skills in Excel, Word and PowerPoint.
- Experience in manager selection within an institutional investor context is a plus.
- Sound judgment, detail-oriented, and experience working on multiple initiatives/projects concurrently.
- Interest in and ability to work in a collegial, small-team environment.
- Progress towards, or completion of, or willingness to pursue relevant certifications such as a Certificate in ESG Investing (CFA Institute), Sustainability and Climate Risk Certificate (Global Association of Risk Professionals), etc., is considered an asset.

Compensation

A competitive total compensation package includes participation in annual bonus schemes, a comprehensive benefits package, and participation in a defined-benefit pension plan. In addition, we provide support in completing the CFA designation (financial and paid study leave) and in the completion of other certifications relevant to this position.

Diversity Statement

UTAM is strongly committed to diversity and especially welcomes applications from racialized persons/persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our mission.
Accessibility Statement
UTAM is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact humanresources@utam.utoronto.ca

To Apply
All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Submit your resume and a cover letter explaining how your qualifications and experience make you a suitable candidate for this position to careers@utam.utoronto.ca. Include “Your Name – Analyst, Responsible Investing” in the subject line.

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