

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. We are a high-performing and collaborative organization committed to bringing value to the university. We invest globally across various asset classes, applying a clear set of responsible investing principles. Please refer to <https://utam.utoronto.ca/> for more information about UTAM.

The Position

Title:	Analyst, Private Markets, Investments
Position Type:	Full time, permanent
Reports to:	Senior Managing Director, Head of Private Markets
Location:	Toronto, ON
	Hybrid working options are available for this position; currently a minimum of 2 days per week in the office is expected.

Position Summary

Reporting to the Senior Managing Director, Head of Private Markets, the Analyst is part of a four-person team and is expected to conduct research and analysis to help identify, evaluate, and manage private markets (e.g., private equity and real assets) investment opportunities globally. While focused on private markets investment strategies and investment manager selection, the Analyst also participates in regular investment team meetings and gains exposure to all asset classes (e.g., public equities, fixed income and hedge funds).

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 private markets investment activities.

Responsibilities

- Participate in managing the pipeline of private markets investment opportunities, schedule and attend meetings/calls with existing and potential investment managers, and update and maintain our investment management research database.
- Support and implement aspects of the investment process, conducting analysis and due diligence on potential investments/managers; creating detailed financial models and analysis using Excel and other tools; and assisting in the closing and portfolio reporting processes for completed investments.
- Contribute to developing, writing, and presenting detailed investment recommendation memos.
- Participate in developing and continuing integration of environmental, social, and governance (ESG) considerations into our investment process.
- Participate in the portfolio management and monitoring of private markets investment portfolios, including allocation analysis, investment pacing, performance analytics, and review of existing investments and reports.
- Conduct industry research and analysis on private markets.

- Performance of other duties and ad-hoc projects as required.
- Undertake domestic and international travel as required.

Requirements and Experience

- A bachelor's degree and a strong academic record is required.
- One or more years of investment management or related work experience, ideally with practical experience in private markets (Private Equity/Venture Capital, Real Estate, or Infrastructure) and in manager selection within an institutional investor context. Candidates with less full-time work experience, but with completed internships or co-op work terms in private markets investments will also be considered.
- Progress towards, or completion of, the CFA or CAIA designation is an asset.
- Strong written and verbal communication skills, including effective interpersonal skills.
- Well-developed qualitative and quantitative analytical skills, including strong financial modeling capabilities in MS Office, particularly Excel, Word, and PowerPoint.
- Ability to be self-directed, take initiative, with well-developed time management abilities and manage multiple initiatives concurrently.

Personal Characteristics

- Unquestionable ethics and integrity.
- Organized, flexible, and personable, with high accuracy and strong attention to detail.
- Sound judgment and intellectual curiosity.
- Well-developed qualitative and quantitative analytical skills.
- A proven team player who excels within a collegial and small-team environment.
- Motivated and hardworking.

Compensation

Competitive compensation package in the form of salary, annual bonus, vacation and personal allowance, support in completing CFA designation including study leave, and a flexible working environment. UTAM offers a comprehensive benefits package, including participation in a defined-benefit pension plan, and access to a childcare allowance.

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 pursuing 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. **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.

Please include **Your Name – Analyst, Private Markets** in the subject line.

UTAM thanks all applicants but will only respond to candidates selected for an interview.

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