

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

Job Title: Associate, Fixed Income, Investments

Position Type: Full time, permanent

Reports to: Senior Managing Director, Head of Fixed Income

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 Fixed Income, the Associate is part of a four-person team that is responsible for sourcing, conducting due diligence and monitoring all credit investment managers and internally run fixed income programs. The Associate focusses on a broad range of asset classes, including private credit, credit-focused hedge funds, public bonds and cash. While focused on fixed income strategies, the Associate also participates in regular investment team meetings and gains exposure to all asset classes (e.g., public equities, private equities, real assets and non credit-focused 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 fixed income investment activities.

Responsibilities

- Assist in conducting investment manager due diligence in the credit space (private credit, public credit and credit-focused hedge fund strategies), including but not limited to gathering and analyzing relevant materials, identifying key issues and preparing questions for manager meetings.
- Complete manager meeting notes in a timely manner and maintain high standards of accuracy, clarity, and completeness, and save these notes in our investment management research database.
- Participate in the preparation of investment due diligence and other memos as tasked, ensuring they are comprehensive, well-articulated, accurate, and organized. Manage timelines to ensure the assigned memos are completed on schedule, meeting the required standards of quality and detail.
- Participate in developing and continuing to integrate environmental, social, and governance (ESG) considerations into our investment process.
- Monitor existing managers under assigned coverage by tracking performance, analyzing reports, and identifying key developments, etc. Review manager communications and reports and save relevant information to our investment management research database. Effectively communicate relevant developments and any identified areas of concern under assigned coverage to all members of the Fixed

Income team.

- Review official performance reports for funds and portfolios under assigned coverage. Identify any discrepancies, collaborate with internal teams to investigate, and ensure timely resolution. Prepare for manager meetings by reviewing meeting materials and prior notes (if available) and identifying key items to discuss. Actively participate in manager meeting discussions.
- Support the management of cash investments. Track the GIC maturity schedule and engage with bank counterparties to update GIC rates ahead of maturity. Conduct analysis, recommend investment options, and optimize the cash portfolio while adhering to various constraints, including bank capacity limits, counterparty exposure limits, and liquidity obligations.
- Perform 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.
 - 2-5 years of investment manager selection or related work experience.
 - Progress towards, or completion of, the CFA or CAIA designation is an asset.
 - Strong written and oral communication skills and proficiency in Word and Excel.
 - Well-developed qualitative and quantitative analytical skills.
 - Ability to be self-directed, take initiative, with well-developed time management abilities and manage multiple initiatives concurrently.
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- **Personal Characteristics**
 - Unquestionable ethics and integrity.
 - Organized, flexible, and personable, with high accuracy and strong attention to detail.
 - 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. Include **Your Name – Associate, Fixed Income** in the subject line.

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

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