December 2018 Job Bulletin

Summary

These employers have shared the following job opportunities with our membership. Please refer to full job descriptions on the following pages. Please reference WIIIN when replying to these postings, and best of luck to you in your job search!

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Ares Management | **Associate, Real Estate Debt** | **Chicago, IL**

Company Overview:
Ares Management, L.P. (“Ares” or the “Firm”) is a publicly traded, leading global alternative asset manager with approximately $121 billion of assets under management ("AUM") and approximately $1,005 employees. We seek to deliver attractive performance to our investor base across our investment groups and strategies, including credit, private equity and real estate. The firm is headquartered in Los Angeles with offices across the United States, Europe, Asia and Australia. Its common units are traded on the New York Stock Exchange under the ticker symbol "ARES".

Ares Management LLC (and its subsidiaries) is an Equal Opportunity employer and considers all applicants for employment without regard to race, color, religion, ethnicity, creed, sex, age, national origin, citizenship status, disability, pregnancy, marital status, partnership status, sexual orientation, status regarding public assistance, military or veteran status, domestic violence victim status, gender identity and expression, genetic predisposition and carrier status, status as unemployed, political affiliation or any other characteristic protected by law.

Job Summary:
The Ares Real Estate Debt team is seeking an experienced investment professional to join their Chicago team.

The position will play a highly visible and key role in the investment process, assisting deal teams in the sourcing and assessment of short-term debt, equity and mezzanine investment opportunities in core plus and value added oriented commercial real estate projects throughout the US.

The Ares Estate Debt team focuses on directly originating loans using its extensive national relationships with various owner-operators, sponsors and intermediaries of real estate properties. We seek to provide flexible financing across a potential borrower’s capital structure. While we focus on self-originated transactions, we will also selectively pursue secondary market acquisitions and club/syndicated transactions.

Primary Functions & Essential Responsibilities:

- Participate in the sourcing, assessment and structuring of investment opportunities by critically evaluating the merits and risks of the investment through the development of financial metrics, models and sensitivities
- Identify differing economic and performance scenarios that appropriately bracket an investment’s potential performance and prepare models to measure the economics of the transaction
- Develop an appropriate capital structure for an investment based upon its business plan and key risks to performance through analysis and discussions with sponsors, market participants and investment professionals.

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Ares Management | Associate, Real Estate Debt | Chicago, IL

Primary Functions & Essential Responsibilities (cont'd):
- Understand the physical characteristics of each property, and the related competitive advantages and disadvantages it offers
- Assess and critically evaluate the existing and potential operating characteristics of a project. (Revenue, expenses, capital expenditures, tenant credit, leases)
- Identify and understand a project's market positioning; gather market information through independent field work and direct contact with brokers, appraisers and developers. Synthesize information and draw a conclusion on the business plan including future market rent, absorption, vacancy, and liquidity in the investment market
- Perform credit analysis of potential sponsors. Critically assess the execution ability of the development team for a project
- Prepare a comprehensive investment submission and communicate conclusions and investment risk in a narrative presentation to senior management including approval through participation in Investment Committee

Education:
- BS or Master's Degree in finance, real estate or related field

Experience Required:
- 2-4 years of commercial real estate investment, underwriting or investment banking experience
- General Requirements:
  - High level of expertise in Excel, PowerPoint and ARGUS
  - Strong presentations skills and time management skills
  - Must possess strong integrity and professionalism

Reports to:
- Principal, Real Estate Debt

How to apply: Please visit us at https://ares.taleo.net/careersection/ex/jobdetail.ftl?job=180194&tz=GMT-08%3A00

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

CalPERS | **Private Equity, Managing Investment Director** | **Sacramento, CA**

Department Information:
California Public Employees' Retirement System (CalPERS) is a global institutional investor and the nation's largest public pension fund, with assets of approximately $359 billion as of 08/03/2018. Headquartered in downtown Sacramento, CalPERS is situated in close proximity to the Napa Valley, San Francisco, Lake Tahoe, and other desirable destinations in California. Our people are deeply committed to our core values and their decisions and actions are guided by our investment beliefs. If you thrive in a fast paced, challenging and rewarding environment where diversity in perspective and experience is valued, this may be the right opportunity for you.

Job Description:
Our Investment Office is currently seeking a Managing Investment Director in Private Equity to provide leadership and management direction to CalPERS team, external advisors and consultants responsible for private equity and other investments, and drive our CalPERS mission.

Duties:
- Serve as a member of the CalPERS Investment Office Executive Team, which is responsible for overall risk management, investment performance, financial management, strategy/resource allocation and talent management
- Develop and manage the allocation of investment strategies and policies with respect to strategic partnership, co-investment and direct private equity investments
- Represent the CalPERS Board of Administration and the Investment Office in the external investment community
- Monitor and evaluate performance, establishing work flow and setting priorities; and ensuring that private equity investments earn the highest net rate of return at prudent levels of risk, effectively managing cost and terms
- Consider and seek new and innovative alternative investment strategies and programs, analyze and make recommendations for incorporation into the CalPERS investment management portfolios

Desirable Qualifications:
In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:
- The ideal candidate will have 15-20 years relevant investment experience; worked for a major financial institution or firm, governmental agency, and/or large pension fund; familiar with large varied investment portfolios
- An advanced degree in finance, economics or closely related field, certifications such as CFA, CPA or CAIA

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CalPERS | Private Equity, Managing Investment Director | Sacramento, CA

Desirable Qualifications (cont'd):
- A broad, deep knowledge of the private equity asset class
- Be a strategic thinker with the ability to operate from a long-range and broad perspective
- Positive leadership that supports the ideas and implementation of new strategies
- Lead the Private Equity team in collaboration across all asset classes

Benefits:
CalPERS employees are eligible for a number of benefits. Health benefits and leave programs are available for most permanent, full-time employees and some permanent, part- time employees. Benefit eligibility may depend on length of service and may be subject to collective bargaining agreements, which are contracts negotiated between the State of California and employee organizations that define employees' wages, hours, and conditions of employment. Some added benefits CalPERS offers include:

- Alternate Work Schedules
- Flexible Work Hours
- Child Care

How to Apply: Please visit us at https://jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=125557

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

CalPERS **Lead Financial Officer** **Sacramento, CA**

Department Information:
Department Information California Public Employees' Retirement System (CalPERS) is a global institutional investor and the nation's largest public pension fund, with assets of approximately $347.51 billion as of Nocember 30, 2018. Headquartered in downtown Sacramento, CalPERS is situated in close proximity to the Napa Valley, San Francisco, Lake Tahoe, and other desirable destinations in California. Our people are deeply committed to our core values and their decisions and actions are guided by our investment beliefs. If you thrive in a fast paced, challenging and rewarding environment where diversity in perspective and experience is valued, this may be the right opportunity for you.

Job Description:
Under the direction of the Investment Servicing Division (ISD), Investment Director (ID) and the general supervision of the Associate Investment Manager (AIM), Investment Finance Services (IFS), the Investment Officer (IO) III is responsible for oversight of day-to day operations for Finance, Contracts Oversight, and Strategic Planning and acts as a back up to the AIM on the most complex financial analysis. The IO III demonstrates CalPERS' Core Values, works well as a member of a team, and takes initiative in effectively performing the following duties and responsibilities:

Duties:

- Lead and provide oversight of the development and implementation of streamlined processes and tools needed to gather accurate data, allow timely analysis and planning, and produce comprehensive and consistent expense reports, projections, and forecasts
- Track cost effectiveness and communicate the status to INVO's executive staff
- Provide oversight and validation of performance fee calculations, investment manager fees, and will provide input and/or recommendations regarding the reasonableness of investment manager fee negotiations
- Assist and guide the Contracts Oversight Officer and IFS AIM on complex contracting activities, legal terms and condition reviews of agreements

Desirable Qualifications:
In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Knowledge of: Investments such as investment strategies, security types, asset allocation, asset class types, Financial Reporting, State Contracting, Budget and Projection analysis, CalPERS Strategic Plan and business intelligence solutions.

Desirable Qualifications (cont'd):

Skills in: Financial and Management reporting and trend analysis, contract execution and analysis, project management, strategic planning, reconciling/analyzing large amounts of data. Highly proficient in Excel.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise Senior level staff and Executives, administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before internal INVO executive committees.

Benefits:

CalPERS employees are eligible for a number of benefits. Health benefits and leave programs are available for most permanent, full-time employees and some permanent, part-time employees. Benefit eligibility may depend on length of service and may be subject to collective bargaining agreements, which are contracts negotiated between the State of California and employee organizations that define employees' wages, hours, and conditions of employment. Some added benefits CalPERS offers include:

- Alternate Work Schedules
- Flexible Work Hours
- Independently run child care facility located on CalPERS campus

How to Apply: Please visit us at https://jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=136872

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Causeway Capital Management LLC | **Research Analyst, Global Equities** | **Los Angeles, CA**

Company Overview:
Causeway Capital Management LLC provides equity investment management services to corporations, pension plans, public retirement plans, sovereign wealth funds, Taft-Hartley pension plans, endowments and foundations, mutual funds, charities, private trusts, wrap fee programs and other institutions. The 100% employee-owned firm, based in Los Angeles, began operations in June 2001 and manages approximately $60 billion in international, global and emerging market equities, both long only and long-short. Causeway employs a unique blend of fundamental and quantitative investment strategies, and offers its clients access to the firm's proprietary risk analytics.

Position Overview:
The Research Analyst will assist Sr. Research Analysts and Portfolio Managers in determining fair value for various listed companies globally, as well as conduct in-depth research in various industries. This will include constructing and maintaining financial models, as well as examining financial, economic and industry trends in the U.S. and overseas. The Research Analyst will be assigned at least one Causeway senior investment professional as a mentor to enhance learning about stocks and markets. The tenure of the role will be 2 – 4 years.

Skills and Abilities:

- A minimum of two years' post-undergrad experience at an investment bank, sell-side or buy-side firm
- Undergraduate university degree with excellent academic credentials
- A strong passion for equity investing and a respect for disciplined, value-oriented investment strategies
- Comprehensive understanding of financial statements and valuation methodologies
- Solid analytical, accounting and computer skills
- Excellent writing and oral communication skills; ability to articulate findings thoroughly, yet concisely
- Creativity and intellectual curiosity
- Demonstrated teamwork balanced with the ability to direct independent work
- Chinese language skills are a plus

How to apply: Please visit us at www.causewaycap.com/contact-us

Qualified applicants will receive consideration for employment without regard to the fact or perception of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other basis protected by applicable federal, state or local law.

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Causeway Capital Management LLC **China Research Intern** **Los Angeles, CA**

Company Overview:
Causeway Capital Management LLC provides equity investment management services to corporations, pension plans, public retirement plans, sovereign wealth funds, Taft-Hartley pension plans, endowments and foundations, mutual funds, charities, private trusts, wrap fee programs and other institutions. The 100% employee-owned firm, based in Los Angeles, manages approximately $60 billion in international, global and emerging market equities, both long only and long-short. Causeway employs a unique blend of fundamental and quantitative investment strategies, and offers its clients access to the firm's proprietary risk analytics.

Position Overview:
The Research Intern will assist the fundamental research department in conducting in-depth market research to understand the dynamics and regulatory environment of the asset management industry in China and to identify business opportunities in China. Research results will be presented to the team. Eligible candidates should be able to start immediately and work approximately 8-12 hours per week.

Skills and Abilities:

- Demonstrated proficiency in written and spoken Mandarin and English
- Minimum of 2 years of experience in asset management, investment banking, market research, management consulting, public accounting or other related financial fields
- BA/BS with excellent academic credentials is required
- Creativity and intellectual curiosity
- Very organized with focused attention to detail
- Self-starter, capable of conducting independent work
- Highest level of ethics

How to apply: Please visit us at www.causewaycap.com/contact-us

Qualified applicants will receive consideration for employment without regard to the fact or perception of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other basis protected by applicable federal, state or local law.

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December 2018 Job Bulletin

Causeway Capital Management LLC | **Fundamental Research Intern, Global Equities** | **Los Angeles, CA (Summer 2019)**

Company Overview:
Causeway Capital Management LLC provides equity investment management services to corporations, pension plans, public retirement plans, sovereign wealth funds, Taft-Hartley pension plans, endowments and foundations, mutual funds, charities, private trusts, wrap fee programs and other institutions. The 100% employee-owned firm, based in Los Angeles, manages approximately $60 billion in international, global and emerging market equities, both long only and long-short. Causeway employs a unique blend of fundamental and quantitative investment strategies, and offers its clients access to the firm's proprietary risk analytics.

Position Overview:
The Research Intern will assist the research department in conducting in-depth fundamental research in various industries. This will include constructing and maintaining financial models, examining financial, economic and industry trends and conducting analyses on companies or securities. Research results and recommendations will be presented to the team. The Research Intern will further support portfolio manager's investment recommendations with in-house research, accounting validation and financial analysis.

Skills and Abilities:
- Minimum of 2 years of experience in investment banking, management consulting, public accounting or other related financial fields
- BA/BS with excellent academic credentials. Expected MBA graduation date in 2020
- A strong passion for value-oriented equity investing
- Comprehensive understanding of financial statements and valuation methodologies
- Solid analytical, accounting and computer skills, including Excel modeling
- Excellent writing and oral communication skills
- Creativity and intellectual curiosity
- Demonstrated teamwork
- Highest level of ethics
- Foreign language skills preferred

How to apply: Please visit us at www.causewaycap.com/contact-us

Qualified applicants will receive consideration for employment without regard to the fact or perception of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other basis protected by applicable federal, state or local law.

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DoubleLine | **Fund Accountant** | **Los Angeles, CA**

Position Overview:
The Fund Accountant will work on funds that invest in a portfolio of real estate related debt, commercial and residential mortgage loans and mortgage-backed securities, other securitized assets (including risk retention securities), index instruments, financing and hedging instruments and derivatives, and other debt and loan instruments. The Fund Accountant will coordinate and perform all accounting and finance functions for the fund.

Job Functions:
- Review and validate general ledgers maintained by external fund administrator for all fund entities
- Review daily, monthly, quarterly, annual accounting and reporting deliverables for all fund entities
- Monitor cash positions in all fund entities and project funding needs, prepare and submit payment and borrowing requests upon approval
- Monitor lender covenants. Prepare and submit lender reporting packages
- Review partnership allocations and investor statements, capital call calculations, distribution waterfall calculations to partners in accordance with terms of partnership agreements
- Review management fee calculations for investment partnerships; ensure accuracy of fee sharing calculations in accordance with terms of fee schedules
- Validate fund and investor performance calculations, including time-weighted return and IRR
- Coordinate and prepare fund financial statements and financial highlights for quarterly and annual reports; ensure all related footnotes and disclosure are in compliance with US GAAP. Coordinate and review conversion to local GAAP for foreign entity if needed
- Oversee statutory audits, coordinate with external and internal parties, and monitor audit progress

Qualifications:
- Bachelors' degree in Accounting or CPA license required
- Minimum of 5 years working experience in private equity partnership accounting
- Big-4 public accounting experience a plus
- Strong knowledge of accounting, generally accepted accounting principles and financial reporting is required
- Attention to detail and timelines required
- Proficiency in month/quarter/annual closings in US GAAP
- Understanding of real estate debt or private equity fund structures is required
- Experience with outside administrators and custodians preferred
- Knowledge of fixed income securities, debt instruments, alternative investments, securitization, or other investment products a plus
- Strong attention to detail, and a sense of urgency in gathering, synthesizing and communicating information

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DoubleLine | Fund Accountant | Los Angeles, CA

How to Apply:
Please visit https://doubleline.com/openings/. DoubleLine Group LP is an Equal Opportunity Employer.

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DoubleLine **CLO Portfolio Manager** **Los Angeles, CA**

Position Overview:
As a member of the Global Developed Credit team, the CLO Portfolio Manager will be responsible for the management of the Collateralized Loan Obligation ("CLO") product line.

Job Functions:
- Participate in the daily management of existing CLO portfolios
- Attend credit review discussions
- Monitor credit and industry exposures
- Develop CLO optimization trades
- Understand details of each CLO indenture and impact on portfolio
- Monitor status of coverage and quality tests through deal lifecycle
- Contribute to setup of warehouse facilities and ramp up of new issue portfolios
- Assist in the structuring, marketing and closing of new issue CLO transactions
- Develop indicative new CLO model portfolios
- Contribute to ongoing client communication and prospecting

Qualifications:
- Bachelor's Degree required
- MBA and/or CFA designation preferred
- Experience managing CLO portfolios through a credit cycle
- Strong credit background
- Excellent interpersonal skills and team orientation

How to Apply:
Please visit https://doubleline.com/openings/. DoubleLine Group LP is an Equal Opportunity Employer.

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DoubleLine **Quantitative Financial Analyst** **Los Angeles, CA**

Position Overview
The Quantitative Analyst will participate in a fast-paced, multi-task environment in collaboration with analysts, traders and portfolio managers. He/she will be a significant contributor of internal risk system development, support the investment teams by implementing advanced analytical techniques to scrutinize large data sets and analyze portfolios and securities across a variety of asset classes. The Quantitative Analyst will present analysis to the investment team in a clear and concise manner. The ideal candidate should have a strong passion for quantitative research and insight generation.

Job Functions:
- Develop and maintain analytical solutions to scrutinize large data sets
- Manage and improve the fund's infrastructure, including tools for portfolio and risk management, counterparty exposures and market analysis
- Conduct surveillance of investment positions and track evolving risk factors
- Support portfolio managers by carrying out top-down and bottom-up research across multiple investment markets

Qualifications:
- Advanced degree in a quantitative discipline
- 1-4 years of direct experience in financial modeling with significant exposures in fixed income
- Excellent analytical skills and empirical research experience
- Strong programming skills in R, MatLab or VBA; knowledge about C++/C# or Python a plus
- Experience working with large datasets/databases
- Solid understanding of risk management, [sensitivities (greeks), VaR, and stress-testing/scenario analysis]
- Strong research skills, including ability to be creative in finding answers
- Ability to prioritize time and tasks effectively and meet deadlines
- Ability to present analysis clearly and effectively
- Good command of written and spoken English
- Outstanding initiative and a strong work ethic
- Excellent interpersonal, written and verbal communication skills
- Team-oriented and must possess strong integrity and professionalism

How to Apply:
Please visit https://doubleline.com/openings/. DoubleLine Group LP is an Equal Opportunity Employer.

DoubleLine | Quantitative Financial Analyst | Los Angeles, CA

How to Apply (cont'd):

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

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GlobeFlex Capital | **Quantitative Investment Analyst** | **San Diego, CA**

Company Overview:
GlobeFlex Capital, an employee-owned global equity manager, located in San Diego, California, is looking for an investment analyst with basic quantitative experience. The successful candidate will join our investment team, which is currently managing over $4B in assets for institutional clients across the global equity market. The position requires 2-4 years of relevant finance experience, with knowledge of equity markets (international a plus), fundamental factor research, and familiarity of risk models and optimizers. Client servicing and communication skills are also a plus. In addition, candidates should be able to work well in a team, be highly self-motivated with the ability to execute independently.

Responsibilities include:

- Develop new ideas and participate in fundamental factor, construction and other related research projects
- Participate in enhancing and developing overall portfolio strategy
- Coordinate information and data for the investment team decision making
- Potential for client and consultant interaction

Candidate Qualifications:

- Strong work ethic, highly organized, ability to multi-task, detail-oriented, and motivated to excel
- Team focus
- 2-4 years of relevant finance experience
- An understanding of company financial statements and the role fundamentals play in the success of individual companies
- Basic familiarity with quantitative techniques, risk models and optimizers
- CFA designation candidates and/or MBA with FactSet experience is desired

How to Apply: Please send resumes to James Peterson, jpeterson@globeflex.com

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Hotchkis and Wiley **Compliance Manager** **Los Angeles, CA**

Position Description:
Hotchkis & Wiley (H&W) is seeking a Compliance Manager to join their 4 person Compliance Department. This position will oversee two Senior Compliance Associates and report directly to the Chief Compliance Officer.

Responsibilities:
The responsibilities of the Compliance Department include: reviewing and implementing policies, procedures and practices to ensure compliance with clients' portfolio restrictions and relevant laws/regulations; staying abreast of changes to federal and state investment advisory and securities laws and regulations; working with other departments to ensure adherence to laws and regulations. As part of the compliance program, the Compliance Department also performs periodic testing to determine the operating effectiveness of the firm's policies and procedures. Therefore, this position requires strong investment management industry knowledge and accounting/auditing skills. In addition, the individual should have significant experience in overseeing a trade compliance and employee trading monitoring systems.

Specific duties include but are not limited to:

- Manage the firm's daily compliance responsibilities, which include (1) trade reviews to determine compliance with client account guidelines and regulatory requirements using Charles River Investment Management and Bloomberg Trading Systems; (2) monitoring of employee trades using SchwabCT; and 3) reviewing other trade/portfolio investing activities. The Manager will also be expected to perform certain daily compliance monitoring responsibilities as well as serve as a back-up to the Senior Compliance Associates
- Complete and/or review monthly investment guideline checklists to ensure compliance with client investment guidelines and regulatory requirements
- Perform annual compliance reviews of the firm's policies and procedures, including trade allocations, best execution reviews, etc.
- Complete periodic compliance reporting and draft "client ready" responses to due diligence questionnaires
- Review marketing and advertising materials for adherence to SEC regulations and guidance
- Identify and resolve independently the interpretation of investment guidelines or laws/regulations
- Develop procedures and controls to enhance the firm's existing control environment, including use of technology to monitor investment activities and regulatory requirements
- Interpret and communicate internal policies and procedures and regulatory requirements to portfolio management, trading, operations, marketing/client service and other departments, as necessary
- Problem-solve, research, and analyze information on compliance matters impacting the firm's business activities

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Hotchkis and Wiley | Compliance Manager | Los Angeles, CA

Requirements:

- Bachelor's degree (accounting major or background in auditing/accounting would be favorably looked upon)
- 10 years minimum experience in investment management compliance, including 2-3 years of supervisory experience.
- Significant working experience in Charles River Investment Management and/or Bloomberg trading systems is required
- Outstanding initiative, self-starter, strong work ethic and integrity
- Attention to detail with strong problem solving, analytical and organizational skills
- Proven ability to successfully work both independently and in a team, and interact effectively at all levels
- Excellent written and verbal communication skills are essential
- Strong proficiency in software applications, especially Microsoft Excel

How to Apply:
Interested candidates should send their resume to: human.resouces@hwcm.com

Hotchkis & Wiley is an Equal Opportunity employer (EEO), and all employees and applicants will be entitled to equal employment opportunities when employment decisions are made. Hotchkis & Wiley will take affirmative action to recruit, hire, train and promote individuals in all job classifications without regard to race, religion, color, age, sex, national origin, citizenship, pregnancy, veteran status, sexual orientation, physical or mental disability, gender identity, or membership in a historically under-represented group.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Hotchkis and Wiley **Research Associate** **Los Angeles, CA**

Company Background:
Hotchkis & Wiley is an institutional asset management firm overseeing U.S. and global value equity and high yield portfolios for clients world wide. The firm currently manages approx. $32 billion in assets and is majority owned by its management and employees. For more information refer to our website: www.hwcm.com.

Position Description:
Hotchkis & Wiley is seeking a highly motivated individual to become part of our Research Associate Program. The Research Associates support our Investment Team, which currently consists of 22 members, by allowing them to devote more of their time to company research and portfolio construction. The program is a 2 year program (which the company may extend to three years) and will provide an excellent opportunity for someone who wants to gain exposure to the asset management business.

Responsibilities:
Supporting investment team members on 1-3 industries:

- Assist in building and maintaining financial models
- Gather data from various sources
- Assist portfolio managers with research write-ups and updates
- Provide ad-hoc portfolio analysis and commentary

Candidate Profile:

- We are seeking candidates with the following attributes:
- High proficiency in excel; financial modeling experience is desired
- In-depth knowledge of financial statement analysis, accounting and finance
- Excellent communication skills
- Knowledge of Bloomberg is a bonus but not essential

Two or three years of prior work experience in investment banking, accounting or related financial services is a priority for us and study for the CFA is encouraged. While this program was originally designed to give pre-MBA candidates the unique opportunity to experience the asset management business prior to Business School, we will not discount applications from interested MBA candidates whom we believe would derive benefit from our program.

How to Apply:
Interested candidates should send their resume to: human.resouces@hwcm.com

Hotchkis and Wiley | Research Associate | Los Angeles, CA

How to Apply (cont'd):

Hotchkis & Wiley is an Equal Opportunity employer (EEO), and all employees and applicants will be entitled to equal employment opportunities when employment decisions are made. Hotchkis & Wiley will take affirmative action to recruit, hire, train and promote individuals in all job classifications without regard to race, religion, color, age, sex, national origin, citizenship, pregnancy, veteran status, sexual orientation, physical or mental disability, gender identity, or membership in a historically under-represented group.

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December 2018 Job Bulletin

Meketa Investment Group **Marketing Coordinator** **Carlsbad, CA**

Position Overview:
Meketa Investment Group, a global investment consulting firm, is currently seeking a Marketing Coordinator for our Carlsbad, CA office. This individual will have the opportunity to interact with senior investment professionals within various departments of the firm. The Marketing Coordinator will work creating request for proposals and new business presentations, as well as ad-hoc marketing requests. This person will ensure that these projects are completed within stringent deadlines, and with accurate, high-quality information. This position reports to the Director of Marketing and Communication.

Required skills:
- Preferably experience with RFP process within a marketing department or within a financial services industry
- 3+ years of relevant experience
- Familiar with standard concepts, practices, and procedures in marketing field
- Strong writing and communication skills
- Self-directed and motivated
- Ability to work with multiple professionals across various offices in U.S.
- Organization and time management skills
- Attention to detail and a commitment to quality
- Ability to independently respond to RFPs, coordinate the response process, ensure all delivery instructions are met
- Ability to work in a demanding, fast-paced environment, demonstrating flexibility, project management, organizational and multi-tasking skills
- Solid experience in MS Word, Excel, Powerpoint

Responsibilities:
- Organize the preparation of proposals and presentations using marketing resource materials
- Complete all aspects of the RFP process, including, drafting, knowledge of all subject matter experts available at the firm, completion of forms and requirements, knowledge of proper materials that should be included, physical construction of proposal, professional and timely communications with internal and external business partners, proofing, delivery, gather and understand data and other relevant metrics (within reason)
- Work on presentations for new business development
- Perform a variety of tasks related to marketing initiatives

How to Apply: Please send resume with cover letter for the position and location for which you are applying via e-mail to: RecruitingM@meketagroup.com No phone calls, please.

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Meketa Investment Group | Marketing Coordinator | Carlsbad, CA

How to Apply (cont'd):
Meketa Investment Group, Inc. is an Affirmative Action/Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital or veteran status, or the presence of a non-job-related disability.

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Meketa Investment Group | **Investment Operations Associate** | **Carlsbad, CA**

Position Overview:
The Investment Operations Associate works for Meketa's Outsourced Chief Investment Office (OCIO) group and will play an integral role in all aspects of portfolio implementation for the firm's discretionary clients. These activities include daily portfolio monitoring, trade execution, settlement, documentation, and reconciliation of all transactions. The Investment Operations Associate may process transactions for a variety of vehicle types including separate accounts, commingled funds, mutual funds, and limited partnerships.

Responsibilities:
- Coordinate transaction activity based on investment decisions made by the Investment Committee
- Reconcile portfolio positions daily
- Understand and maintain all transaction terms for investment managers and custodians, including notification periods, liquidity restrictions, share class information, and settlement timing
- Communicate with client teams, investment managers, custodians, and fund administrators throughout the transaction process
- Maintain documentation for each client including approvals, subscription/redemption documents, directives, confirmations, and other transaction related activity
- Monitor portfolios for cash flows and policy compliance on a daily basis
- Work with internal departments to ensure proper communication regarding portfolio implementation

Position Requirements:
- Minimum of 2 years of experience in the investment industry
- Operational experience at an asset manager, custodian bank, or other financial services organization
- Excellent attention to detail and organized work habits.
- Ability to work efficiently and accurately under time pressure.
- Strong organization and analytical skills

Measures of Success:
- Accuracy and timeliness of client-related work and distribution of documents
- Contribution to improvements in the efficiency of the company's data oriented processes and procedures
- Level of proficiency with internal proprietary software, as well as external data providers such as Intralinks
- Level of effectiveness in interacting with external data suppliers (custody banks, investment managers)
- Maintenance of good working relationships with other employees

How to Apply: Please send resume with cover letter for the position and location for which you are applying via e-mail to: RecruitingMFM@meketagroup.com

Meketa Investment Group | Investment Operations Associate | Carlsbad, CA

How to Apply (cont'd):

Meketa Investment Group, Inc. is an Affirmative Action/Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital or veteran status, or the presence of a non-job-related disability.

December 2018 Job Bulletin

Oaktree Capital **Vice President, Distressed Debt** **Los Angeles, CA**

Company Overview:
Oaktree is a leader among global investment managers specializing in alternative investments, with $122 billion in assets under management as of June 30, 2018. The firm emphasizes an opportunistic, value-oriented and risk-controlled approach to investments in credit, private equity, real assets and listed equities. The firm has over 900 employees and offices in 18 cities worldwide. For additional information please visit our website at www.oaktreecapital.com.

Scope and Responsibilities:
Based in Downtown Los Angeles, Oaktree is seeking a Vice President to work within the Opportunities Funds. The Opportunities Funds specialize in distressed, value-based investing but have a very broad mandate and can invest across capital structures, asset classes, industries and geographies. The group currently has roughly $12B of AUM with an additional $10B of committed, uncalled capital in funds with 10+ year locked up capital. The VP will participate in all investment functions and portfolio management activities.

- Preparing detailed financial modeling
- Performing quantitative and qualitative analysis
- Developing and enhancing business and industry due diligence
- Participating in deal structuring, legal documentation and negotiations
- Monitoring the performance of existing portfolio investments

Experience Required:

- 3+ years of investment experience with a top-tier investment firm, investment bank, credit oriented hedge fund or management consulting firm
- Exceptional skills in analyzing and presenting investment opportunities, including: business and industry analysis, company valuation, credit analysis (preferred, not required), negotiations and structuring

Personal Attributes:

- Outstanding initiative and a strong work ethic
- Excellent written and verbal communication skills
- Team-oriented with strong integrity and professionalism

Education:
Degree from top tier undergrad and currently enrolled in a MBA program from a top tier business school

How to Apply: Visit the website for more information https://careers-oaktreecapital.icims.com/jobs/1628/vice-president/job. Oaktree Capital Management, L.P. is an equal opportunity employer.

December 2018 Job Bulletin

Oaktree Capital | **Analyst, Portfolio Analytics, Risk and Reporting** | **Los Angeles, CA**

Company Overview:
Oaktree is a leader among global investment managers specializing in alternative investments, with $124 billion in assets under management as of September 30, 2018. The firm emphasizes an opportunistic, value-oriented and risk-controlled approach to investments in credit, private equity, real assets and listed equities. The firm has over 900 employees and offices in 18 cities worldwide. For additional information please visit our website at www.oaktreecapital.com.

Scope and Responsibilities:
As Oaktree's Portfolio Analysis and Reporting team continues to expand its suite of client and portfolio management reports, we are seeking an individual to help produce reports as well as engineer and implement operational production routines to ensure that high quality reports are delivered accurately, consistently and on time.

Responsibilities:

- Successfully deliver analyses and reports to clients, prospects, consultants and investment teams by understanding Oaktree's complex, systematic investment process, markets invested in, financial instruments used and reporting processes
- Evolve our reporting suite in response to, and in anticipation of, client and industry demands
- Coordinate, to the extent needed, the production of reporting content needed from other Oaktree departments, including Legal, Compliance, Accounting, and Marketing
- Master system technology to learn to create data extracts for reporting purposes. Review financial data for various Oaktree portfolios and develop charts and tables for presentations and publications;
- Serve as a subject matter expert and resource to Product Specialists, Marketing Representatives, Portfolio Managers and Client Services
- Conduct, as necessary, competitor analysis, performance contribution/attribution analysis, and other reports at the request of members of Marketing, Client Relations and the Investment Teams

Experience Required:

- 1-2 years of experience at an Asset Management company, Investment Bank or other related financial services company
- Familiarity with credit instruments (high yield bonds, senior loans and convertible securities) is preferred
- Knowledge of relevant reporting outputs and metrics including portfolio accounting, performance reporting, risk metrics and portfolio characteristics.
- Familiarity with different reporting perspectives: Region/Country breakdown, industry breakdown, maturity distributions, credit quality ratings

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Oaktree Capital	Analyst, Portfolio Analytics, Risk and Reporting	Los Angeles, CA

Experience Required (cont'd):

- Comfortable and capable of working with portfolio managers, prospects and clients to understand and define reporting requirements
- Experience analyzing financial data and metrics with sufficient familiarity to recognize potential issues
- Experience managing and manipulating large amounts of data in Microsoft Excel

Personal Attributes:

- Outstanding initiative and a strong work ethic
- Ability to operate independently on short and long term goals
- Excellent interpersonal skills with the ability to leverage firm wide resources in an effective and judicious manner
- Detail-oriented and a natural problem solver; have the resolve to independently research problems and offer solutions
- Organized and able to manage multiple projects with differing priorities to meet deadlines
- Team-oriented and must possess strong integrity and professionalism and share Oaktree's common goal of excellence
- Passion for improving systems and processes

Education:
Bachelor's degree required

How to Apply: Visit the website for more information https://careers-oaktreecapital.icims.com/jobs/1647/analyst%2c-portfolio-analytics%2c-risk-and-reporting/job
Oaktree Capital Management, L.P. is an equal opportunity employer.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

OCERS | **Managing Director of Investments** | **Santa Ana, CA**

Company Overview:
Established in 1944, the Orange County Employees Retirement System (OCERS) provides retirement, death, disability and cost-of living benefits to retirees of the County of Orange and certain County districts. Serving approximately 43,000 members, OCERS is governed by a ten-member Board of Retirement that is responsible for managing a $15.7 billion dollar fund. For more information about OCERS, please visit http://www.ocers.org/index.htm.

Mission:
OCERS' mission is to provide secure retirement and disability benefits with the highest standards of excellence.

Vision:
OCERS vision is to be a trusted partner providing premier pension administration, distinguished by consistent, quality member experiences and prudent financial stewardship.

Values:

- Open and Transparent
- Commitment to Superior Service
- Engaged and Dedicated Workforce
- Reliable and Accurate
- Secure and Sustainable

Position Description:
The Managing Director position will report directly to the Chief Investment Officer (CIO). This position is responsible for assisting/supporting the CIO in all duties related to the investment of the portfolio, including but not limited to portfolio strategy, manager due diligence, and internal/external communications and reporting. This position is expected to uphold the highest standards of integrity and professionalism, plan sponsor focus and system efficiency. The Managing Director is responsible for the operational infrastructure of the plan in accordance with the County Employees Retirement Law of 1937 and the Board of Retirement's directives. The Managing Director will lead the operational implementation of OCERS' investment program strategic vision.

Supervision Exercised:
In cooperation with the Chief Investment Officer, the Managing Director will take a leading role in the following performance attributes including but not limited to:

- Investment portfolio strategy and construction
- Investment manager due diligence and selection

Supervision Exercised (cont'd):

- Risk management analytics and reporting
- Investment Committee communications and education
- Investment policies, procedures and compliance
- Personnel management and talent development
- Internal/external communications
- Professional network building and continued education

Education and/or Experience:

- Bachelor's Degree in Economics, Accounting, Finance, Business or a related field
- Minimum of ten years of progressive work experience with an institutional asset management firm, pension plan, foundation or endowment

Preferred:

- Significant experience with private equity and other private capital/alternative investments is preferred
  OR
- Chartered Financial Analyst (CFA) certification is preferred

Special Notes, Licenses or Requirements:

Highly Desirable:

- Master's Degree in Business Administration or related field
- Chartered Alternative Investment Analyst (CAIA) certification
- Professional licensure as an investment principal or equivalent
- Prior public pension experience or equivalent experience with an institutional investor of comparable complexity
- A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel
- May be required to use personal vehicle
- A complete background investigation is required; a felony or misdemeanor conviction may be cause for disqualification

Knowledge/Skills/Abilities:

- Investment concepts, terminology, styles, models, and strategies, including portfolio theory, asset allocation and performance measurement, and a solid understanding of capital markets
- Economic indicators and theories and market conditions and trends and their effect on short and long term investment programs and strategies

OCERS | Managing Director of Investments | Santa Ana, CA

Knowledge/Skills/Abilities (cont'd):

- Principles and practices of institutional investment management
- Investment management due diligence procedures and practices
- Statistical and analytical techniques/programs applicable to evaluating investment managers and portfolios
- Sound knowledge of compliance risks and audit issues relevant to OCERS
- Risk monitoring and management methods and techniques
- Custodial operations, cash controls and operational processes required by a public pension plan or other complex institutional investor
- Methods to analyze the quality, accuracy, and reliability of manager and consultant reports and the application of such data
- Applicable investment laws, rules, regulations, compliance considerations and professional standards
- Fiscal, actuarial, budgetary and cost projection principles and procedures pertaining to retirement system funding
- Peer networks within the pension or broader institutional investment community, including the available field of outside investment managers and consultants
- Performance evaluation and talent management techniques as it pertains to mentoring and developing a high performing, engaged internal staff

Skills/Abilities:

- Establish and maintain professional relationships with members of the Board of Retirement, OCERS management and professional staff, and consultants
- Evaluate the overall performance of the external investment managers and consultants and recommend changes when necessary
- Coordinate internal staff activity, as assigned, directed or guided by the CIO
- Understand and interpret laws, rules and regulations governing the investment of public funds
- Analyze current economic, financial and market trends worldwide on an ongoing basis
- Manage quantitative research projects and evaluate risk models
- Evaluate and negotiate investment manager contracts including liquidity terms, fee structures and other OCERS' requirements
- Evaluate complex investment transactions
- Interact with external service providers such as actuarial and investment consultants, legal counsel, custodians and money managers
- Prepare comprehensive correspondence, reports, and budget documents for the CIO and the Board of Retirement, executive staff, and managers and present orally and in writing
- Exhibit exemplary interpersonal skills and exercise sound judgment and professionalism in business matters

December 2018 Job Bulletin

OCERS Managing Director of Investments Santa Ana, CA

Skills/Abilities (cont'd):

- Understand and assess the quality, accuracy and reliability of manager and consultant reports
- Communicate in English clearly, concisely and effectively both orally and in
- Writing
- Perform job functions independently and in an ethical and objective manner
- Use computer software to compose spreadsheets, graphs, flowcharts, calculations and time reports, etc.
- Establish written internal operating procedures and systems that assure
- knowledge transfer, institutional memory and sufficiency of training materials.

Compensation and Benefits:
Compensation will be determined based on the experience level, credentials and personal characteristics of the candidate. OCERS employee benefits program will be offered to the successful candidate. The competitive benefit package includes retirement and deferred compensation programs; health, dental, life and disability insurance; professional organization memberships and tuition reimbursement up to $3,000 maximum annually; a taxable optional benefit plan; and annual leave. Relocation expenses will be negotiated on an individual basis.

How to Apply: Visit the website for more information http://www.ocers.org/careers/careers.htm

OCERS, as an Equal Employment Opportunity employer, encourages applicants from diverse backgrounds to apply.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

PIMCO | **Institutional Account Manager** | **Newport Beach, CA**

Company Overview:
PIMCO partners with a wide range of institutions, including corporations, central banks, universities, endowments and foundations, and public and private pension and retirement plans. In addition we work with financial advisors and millions of individual investors pursuing personal financial goals, from preparing for retirement to funding higher education. Investing our clients' assets is a tremendous responsibility, and for that reason there can be no shortcuts. We work relentlessly to help these investors reach their goals.

Position Description:
PIMCO is a global investment solutions provider with more than 2,200 dedicated professionals in 12 countries focused on a single mission: to manage risks and deliver returns for our clients. We are recognized as an innovator, industry thought leader and trusted advisor to our clients around the world. We aspire to cultivate performance and leadership through empowering our people, diversity of thought, and a commitment to an inclusive culture that engages in our global communities.

PIMCO's client management team is comprised of client-facing relationship management and sales professionals who are directly responsible for contributing to the firm's success. We represent PIMCO to our clients and prospective clients and seek to deliver investment solutions that leverage PIMCO's position as one of the world's premier fixed income investment managers.

We believe there is nothing more important than the partnership with our clients. Markets don't stand still and neither do we, innovating to build solutions to meet investors' evolving needs. We are invested in helping our clients achieve what they set out to accomplish.

The US Financial Institutions Group is seeking to hire an Account Manager who will be responsible for fostering, growing and strengthening relationships with large institutional investors such as pension funds, endowments, foundations, and single family offices.

Responsibilites:

- Educating clients about a broad set of investment strategies and building relationships across client organizations
- Developing a deep understanding of client needs , organizational structure and industry trends to position client-centric solutions
- Collaborating with other PIMCO investment professionals, including Product Strategists and Portfolios Mangers
- Providing information about performance attribution, market performance and macroeconomic conditions
- Outlining the firm's current economic outlook and portfolio strategy

December 2018 Job Bulletin

PIMCO | Institutional Account Manager | Newport Beach, CA

Position Requirements:

- Relevant experience in financial markets or macro related field, 1-2 years post MBA preferred
- MBA degree with an emphasis in Finance and Economics or a related, quantitative/analytical field from an accredited, leading business school or university, or other equivalent Advanced Degree as it relates to the position
- Chartered Financial Analyst (CFA) designation, or willingness to pursue immediately upon joining
- Series 7, 63, 3, and other applicable licenses, or ability to obtain immediately upon joining

Personal Characteristics:

- Ethical, collaborative, organized, flexible, high-energy, self-starter, accountable
- Ability to articulate ideas/strategies/views clearly verbally, in writing, and during presentations
- Personable and credible, ability to influence and develop client relationships into strategic partnerships
- Passion for financial markets, macroeconomics and investment strategy
- Strong analytical abilities; capacity to blend the quantitative with the qualitative. Able to listen to client needs and forge solutions

How to Apply: Please apply directly at https://careers.pimco.com/

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Verus | **Performance Analyst** | **Seattle, WA**

Company Overview:
Verus is an independent, employee-owned, provider of non-discretionary consulting and discretionary management services to a wide variety of institutional investors, including endowments and foundations, corporate defined benefit and defined contribution plans, public pension plans, and multi-employer trusts. We are headquartered in Seattle, with additional offices in Los Angeles & San Francisco.

Our clients rely on us for the thoughtfulness of our investment research and personalized approach to their portfolios. Through independent, impartial advice and investment expertise, our professionals strive to be the driving force that empowers clients to achieve their enterprise objectives. We are looking for talented professionals who embody our firm values of diligence, professionalism, expertise, client service, and collaboration.

Our boutique culture allows opportunities for career development and cross-departmental collaboration. On top of strengthening growth and partnerships in the work environment, Verus provides a competitive benefits package, and promotes healthy living through work/life quality and flexibility.

Position Overview:
Verus is in search of a self-motivated individual to join our downtown Seattle office. Candidates should be process-minded, detail-oriented, efficient, flexible, and results-focused.

The Performance Analyst is primarily responsible for entering and maintaining data, producing data and reports, and providing client support.

Essential Functions:
- Enter client performance data using bank statements or verify imported bank data
- Load and maintain various databases, process account transactions effectively
- Perform routine and custom queries in databases, follow proper procedures to minimize errors
- Verify current and historical work for correct entry, accuracy, and proper codes
- Generate quarterly performance reports for client meetings
- Generate monthly updates
- Create custom spreadsheets and analysis
- Keep colleagues informed of the status of the performance reports and other project status
- Collect, reconcile and analyze investment manager returns
- Resolve data issues with custodians and money managers
- Provide input on portfolio performance/attribution

December 2018 Job Bulletin

Verus | Performance Analyst | Seattle, WA

Prerequisites:

- Bachelor's degree required; preferably accounting
- Experience in banking, accounts payable/receivable, payroll, or data analysis
- Keen attention to detail and reviewing others' work for accuracy
- Proven time management/project prioritization skills
- Solid knowledge of Microsoft Excel required

How to Apply: For consideration, include resume, writing sample, and salary requirements to jobs@verusinvestments.com. No phone calls, please.

Verus is an Equal Opportunity Employer.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Verus | **Consulting Associate** | **El Segundo, CA**

Company Overview:
Verus is an independent, institutional investment consulting firm. Since 1986, we have been working closely with our clients and other professionals to add value to their investment portfolios by providing research driven investment solutions that address their specific needs. Through independent, conflict-free advice and investment expertise, our professionals strive to be the driving force that empowers clients to achieve their investment objectives. We are looking for a talented professional who embodies our firm values of diligence, professionalism, expertise, client service, and collaboration.

We offer a competitive benefits package including medical, dental, life, disability, and vision insurance; 401(k) program with a company match; profit sharing; section 125 cafeteria plan; CFA and other professional certifications sponsorship; 11 paid holidays; and 15 days of paid time off the first year of employment.

In addition, our boutique firm allows us to have an exceptionally convivial corporate culture with opportunities for career development and cross-departmental collaboration. On top of strengthening growth and partnerships in the work environment, Verus promotes happy and healthy living with a variety of employee appreciation initiatives, a good sense of humor, and several company events throughout the year.

Position Overview:
Verus is in search of an experienced, self-motivated individual to service our institutional client consulting function in our El Segundo, CA office. Candidates should be process-minded, detail oriented, capable, flexible, and focused on their results.

The Consulting Associate acts as the primary resource for Consultant support. Responsibilities include: meeting preparation, investment policy development, asset allocation studies, investment manager coordination, responding to client requests and assisting consultant in new business development.

Prerequisites:
- Bachelor's Degree in Business required; preferably Finance
- MBA, Masters of Finance, and/or CFA Level II candidacy preferred
- Two or more years of analytical and research experience in a related field
- Solid knowledge of financial investing techniques; knowledge and familiarity with the major markets
- Basic understanding of pensions, defined contribution plans and non-profits

How to Apply: Please e-mail resume, cover letter, and salary requirements to jobs@verusinvestments.com
No phone calls, please. Verus is an Equal Opportunity Employer.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Verus | **Consulting Associate** | **Seattle, WA**

Company Overview:
Verus is an independent, employee-owned, provider of non-discretionary consulting and discretionary management services to a wide variety of institutional investors, including endowments and foundations, corporate defined benefit and defined contribution plans, public pension plans, and multi-employer trusts. We are headquartered in Seattle, with additional offices in Los Angeles & San Francisco.

Our clients rely on us for the thoughtfulness of our investment research and personalized approach to their portfolios. Through independent, impartial advice and investment expertise, our professionals strive to be the driving force that empowers clients to achieve their enterprise objectives. We are looking for talented professionals who embody our firm values of diligence, professionalism, expertise, client service, and collaboration.

Our boutique culture allows opportunities for career development and cross-departmental collaboration. On top of strengthening growth and partnerships in the work environment, Verus provides a competitive benefits package, and promotes healthy living through work/life quality and flexibility.

Position Overview:
Verus is in search of a dynamic individual to join our downtown Seattle office. Candidates should have a good grasp of the investment industry and capital markets and be client-service focused. Candidates should have strong analytical skills, written and organizational skills.

The Consulting Associate's primary responsibility is to support a Senior Consultant in the effective delivery of our consulting services, spanning investment strategy, asset allocation, investment manager assessment and implementation.

Essential Functions:

- Strong working knowledge of each consultant's clients and provide necessary back up support
- Efficient and effective presentation of special analytical presentations
- Investment Policy Statement development
- Investment Manager Coordination
- Respond to client requests
- Demonstrate ability to apply Verus' research by providing value-added suggestions and incorporating research into assigned tasks
- Support consultants in new business development

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Verus | Consulting Associate | Seattle, WA

Prerequisites:

- Bachelor's Degree required; preferably Business or Finance
- Progress towards CFA preferred
- Two years or more of analytical and research experience in a related field
- Excellent writing skills required
- Solid knowledge of financial and equity investing techniques; knowledge and familiarity with equity markets and the pension fund industry

How to Apply: For consideration, include resume, writing sample, and salary requirements to jobs@verusinvestments.com. No phone calls, please. Verus is an Equal Opportunity Employer.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Voya | **Junior Analyst, Agency Mortgage-Backed Securities** | **Atlanta, GA**

Company Overview:
Voya Investment Management (Voya IM) is a leading active asset management firm. As of March 31, 2018, Voya IM manages approximately $227 billion* for affiliated and external institutions as well as individual investors. Drawing on over 40 years of experience and an ongoing commitment to reliable investing, Voya IM has the resources and expertise to help long-term investors achieve strong investment results.
Summary

To enhance the return of Voya Investment Management's different client portfolios by performing fundamental credit research and making timely trade recommendations based on relative value and expected changes in issuer profiles. You will be responsible for recommending trades and for monitoring the credit quality of holdings in the insurance accounts, pension fund, and mutual fund family. You will assume coverage of select industries within the investment grade corporate universe. You will work with guidance from the Co-Heads of Investment Grade (IG) Credit and from interaction with the Investment Grade Credit Team's senior analysts.

Key Responsibilities:
- Perform fundamental credit analysis and construct financial models on investment grade public corporate bond issuers primarily within industrials industry sectors
- Develop research strategies to find the best relative value among issuers and among the industry sectors assigned
- Build relationships with Wall Street brokers, traders, and analysts to glean additional insights on market, industry, and issuer credit developments
- Collaborate with portfolio managers to implement portfolio strategies
- Participate in relative value/credit meetings
- Where applicable, provide 2A-7 credit support for the money market portfolio
- Perform ad hoc credit analysis support for other departments as assigned on occasion
- Understand and follow firm policies and procedures while performing the roles outlined above

Qualifications:
- Approximately 3-5 years of credit analysis experience
- CFA Designation or equivalent preferred
- Strong skills in credit analysis and problem solving
- Ability to be forward-looking and to correlate anticipated changes in credit quality with relative value
- Detail oriented yet able to maintain a broad perspective
- Ability to clearly and concisely communicate investment recommendations both verbally and in writing
- Strong teammate who believes in an integrated team driven investment process

December 2018 Job Bulletin

Voya | Junior Analyst, Agency Mortgage-Backed Securities | Atlanta, GA

Qualifications (cont'd):

- Ability to work independently in a fast-paced environment
- Strong computer and data management skills

Additional Information:

- The job is based in Atlanta, GA. Previous experience with a top-tier buy-side/sell-side firm is helpful

Critical Skills:

At Voya, we have identified the following critical skills which are key to success in our culture:

- Customer Focused: Passionate drive to delight our customers and offer unique solutions that deliver on their expectations
- Critical Thinking: Thoughtful process of analyzing data and problem solving data to reach a well-reasoned solution
- Team Mentality: Partnering effectively to drive our culture and execute on our common goals
- Business Acumen: Appreciation and understanding of the financial services industry in order to make sound business decisions
- Learning Agility: Openness to new ways of thinking and acquiring new skills to retain a competitive advantage

How to Apply: Please visit https://godirect.wd5.myworkdayjobs.com/voya_jobs/job/GA-Atlanta-Powers-Ferry-Rd/Senior-Analyst--Agency-Mortgage-Backed-Securities_JR0019490

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Voya | **Credit Analyst, Investment Grade** | **Atlanta, GA**

Company Overview:
Voya Investment Management (Voya IM) is a leading active asset management firm. As of March 31, 2018, Voya IM manages approximately $227 billion* for affiliated and external institutions as well as individual investors. Drawing on over 40 years of experience and an ongoing commitment to reliable investing, Voya IM has the resources and expertise to help long-term investors achieve strong investment results.

Job Purpose:
This is an opportunity to join an active agency mortgage-backed securities (MBS) investment team with over $10 billion in AUM. The team has a consistent track record of strong performance investing in mortgage-backed securities issued by FNMA, FHLMC and GNMA for clients including: insurance companies, pension accounts, retirement accounts and retail investors.

Key Responsibilities:
In the analyst role, you will work extensively with the portfolio managers in creating and maintaining daily analytics, summarizing research reports, providing trade support, as well as developing multi-factor relative value graphs, charts and reports. You should be analytically and technically proficient, have a strong level of communication and self-motivation.

Qualifications:

- Bachelor's degree in finance, quantitative analysis, mathematics, statistics, accounting or a related field
- Progress toward CFA Charter, MBA or Master's in Quantitative Finance discipline desired
- 1 – 4 years buy-side Fixed Income experience, preferably in the capacity of Investment Management
- Programming/coding experience with MATLAB with an emphasis on statistics and machine learning
- Direct experience working with mortgage-backed securities preferred
- Excellent analytical and quantitative skills
- Ability and willingness to quickly learn the investment strategy and related issues of the business, many of which are highly complex and quantitative
- Strong leadership and organizational skills
- Ability to work in a complex organization effectively
- Demonstrated problem solving and decision-making skills
- Good verbal and written communication skills
- Self-motivated, focused and highly driven to meet goals and deadlines
- Strong teamwork skills

Critical Skills:
At Voya, we have identified the following critical skills which are key to success in our culture:

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Voya | Credit Analyst, Investment Grade | Atlanta, GA

Critical Skills (cont'd):

- Customer Focused: Passionate drive to delight our customers and offer unique solutions that deliver on their expectations.
- Critical Thinking: Thoughtful process of analyzing data and problem solving data to reach a well-reasoned solution.
- Team Mentality: Partnering effectively to drive our culture and execute on our common goals.
- Business Acumen: Appreciation and understanding of the financial services industry in order to make sound business decisions.
- Learning Agility: Openness to new ways of thinking and acquiring new skills to retain a competitive advantage.

How to Apply: Please visit https://godirect.wd5.myworkdayjobs.com/voya_jobs/job/GA-Atlanta-Powers-Ferry-Rd/Credit-Analyst---Investment-Grade_JR0019853

December 2018 Job Bulletin

Voya **Director of Quantitative Equity Research** **New York, NY**

Company Overview:
Voya Investment Management (Voya IM) is a leading active asset management firm. As of March 31, 2018, Voya IM manages approximately $227 billion* for affiliated and external institutions as well as individual investors. Drawing on over 40 years of experience and an ongoing commitment to reliable investing, Voya IM has the resources and expertise to help long-term investors achieve strong investment results.
This position has responsibility for setting the research agenda for quantitative equity, including thought leadership in quantitative research, investment ideas, and portfolio design for Voya Investment Management (Voya IM). With a strong background in technical computing and statistics, you will be responsible for accelerating the development and design of new quantitative research and strategies. This will include empirical research into U.S. and global equity market inefficiencies. Must be familiar with fundamental, expectational and market data, have a solid knowledge of asset pricing literature, and strong programming skills. The individual will represent the views of the team across the firm and to the industry at large.

Responsibilities:

- As the senior member of our quantitative research team, you will oversee the design and development of equity investment models by identifying novel investment ideas and new data sources from academia, professional publications, fundamental equity analysts, and peer review
- Represent Quantitative Equity and Voya IM externally (conferences, client meetings, etc.) as an industry authority on customized quantitative solutions to drive business growth in the institutional space
- Create thought leadership content: white papers, investment commentary, product positioning, publication in industry journals, etc.
- Work with quant leadership and product team to develop and implement innovative strategies, products and solutions
- Analyze quantitative portfolios to create actionable recommendations to capture quantitative insights, refine the portfolio construction process, and attribute portfolio return

Ideal Candidate:

- 10+ years of experience in quantitative equity research
- Excellent quantitative skills, with an accomplished background in economics, finance, engineering, computer science, or another quantitative discipline. PhD or other advanced degree a plus
- Knowledge of advanced statistical and modeling techniques (i.e. LASSO, Random Forest), unsupervised learning, etc. Experience with alternative data a plus
- Strong programming skills, with experience using a structured programming language and/or statistics package
- A thought leader with excellent communication skills, including the ability to effectively articulate complex financial and mathematical concepts to a variety of audiences

December 2018 Job Bulletin

Voya | Director of Quantitative Equity Research | New York, NY

Ideal Candidate (cont'd):
- Expert-level knowledge of market trends and challenges facing institutional clients
- Independent thinker with good economic intuition and demonstrated record of original research
- Inventive problem solver who can conceptualize solutions and drive execution within Voya Investment Management
- Teamwork-oriented collaborator and leader who can build consensus around complex and fluid issues

Critical Skills:
At Voya, we have identified the following critical skills which are key to success in our culture:
- Customer Focused: Passionate drive to delight our customers and offer unique solutions that deliver on their expectations
- Critical Thinking: Thoughtful process of analyzing data and problem solving data to reach a well-reasoned solution
- Team Mentality: Partnering effectively to drive our culture and execute on our common goals
- Business Acumen: Appreciation and understanding of the financial services industry in order to make sound business decisions
- Learning Agility: Openness to new ways of thinking and acquiring new skills to retain a competitive advantage

How to Apply: Please visit https://godirect.wd5.myworkdayjobs.com/voya_jobs/job/NY-New-York-230-Park-Ave/Director-of-Quantitative-Equity-Research_JR0019387

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Voya | **Analyst/Associate, Hedge Fund Investor Relations** | **New York, NY**

Company Overview:
Voya Investment Management (Voya IM) is a leading active asset management firm. As of March 31, 2018, Voya IM manages approximately $227 billion* for affiliated and external institutions as well as individual investors. Drawing on over 40 years of experience and an ongoing commitment to reliable investing, Voya IM has the resources and expertise to help long-term investors achieve strong investment results.

Position Description:
This position will focus on the Investor Relations function for the Structured Assets & Alternatives business at Voya Investment Management. The role involves the ongoing support for a $2+ billion platform of fixed income hedge funds and other alternative product offerings. The individual will be part of a small, dedicated team responsible for overseeing the firm's growing alternatives business. Preference is for a candidate with knowledge of fixed income markets (especially credit, mortgages, or real estate debt), derivatives, and/or hedge fund/private debt fund experience. Experience working with institutional investors is also a plus. Candidate should be a self-starter with a strong attention to detail.

Key Responsibilities:
- Assist with responding to investor queries and support the sales team globally
- Prepare marketing materials and periodic updates
- Maintain industry databases and online portal
- Assist with monitoring all investor transactions; coordinating with accounting, operations, and fund administrator to reconcile investor activities and ensure proper set up of new investors
- Assist with the oversight of the transfer agent in client onboarding and investor statements
- Assist in the creation of technical marketing material and analysis
- Work on the development and launch of new alternative offerings

Qualifications:
- At least 2 years of meaningful work experience in the investment management industry - prior hedge fund or other relevant alternatives experience preferred
- Bachelor's degree at a minimum
- Strong analytical skills with a working knowledge of fixed income investments and derivatives
- A self-starter with strong organizational skills, a high attention to detail, and the ability to handle multiple projects and deadlines
- Excellent verbal and written communication skills
- Experience with client and/or performance reporting
- Proficient in Excel and PowerPoint
- Salesforce/CRM and BlackRock Aladdin experience a plus

December 2018 Job Bulletin

Voya

Analyst/Associate,
Hedge Fund Investor Relations

New York, NY

Qualifications (cont'd):
- Series 7 license a plus

Critical Skills:
At Voya, we have identified the following critical skills which are key to success in our culture:
- Customer Focused: Passionate drive to delight our customers and offer unique solutions that deliver on their expectations
- Critical Thinking: Thoughtful process of analyzing data and problem solving data to reach a well-reasoned solution
- Team Mentality: Partnering effectively to drive our culture and execute on our common goals
- Business Acumen: Appreciation and understanding of the financial services industry in order to make sound business decisions
- Learning Agility: Openness to new ways of thinking and acquiring new skills to retain a competitive advantage

How to Apply: Please visit https://godirect.wd5.myworkdayjobs.com/voya_jobs/job/NY-New-York-230-Park-Ave/Associate--Hedge-Fund-Investor-Relations_JR0018980

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc. | **Analyst/Senior Analyst** | **Santa Monica, CA**

Job Description:
Wilshire Funds Management (WFM) is looking to add an Analyst or Senior Analyst responsible for ownership of a wide variety of marketing projects and collateral including content development and graphic design. This position reports to the head of WFM's Global Client Group.

Day-to-day, this individual will work across several of WFM's key initiatives and clients, playing an integral role in delivering value-added marketing support across a range of applications, including standard and custom pitchbooks, facts sheets, brochures, and website content. This individual will combine an understanding of the investment management space with high levels of graphic design, layout and execution skills to ensure the high-quality cosmetic appeal of all internal and external deliverables.

The successful candidate must thrive at taking complex investment concepts and communicating these concepts in ways that average investors can understand.

Key Responsibilities:
- Work closely with key members of WFM to create, update and manage ongoing deliverables in support of clients and business initiatives
- Manage the ongoing development and automation of investment product fact sheets
- Manage the ongoing design and update of all pitchbooks, client approved marketing pieces, and value-added collateral
- Maintain a high level of professional conduct ensuring that all WFM compliance and firm policies are adhered to
- Be organized and diligent in tracking progress toward business objectives and coordinating with appropriate WFM staff

Desired Skills and Background:
- Bachelor's degree in Graphic Design, Marketing or related area
- Ability to work from concept through final design, demonstrated project management skills
- Knowledge of financial markets or experience working at a financial services firm
- Able to take content (text and data) from senior personnel and convert into high quality graphics
- Experience creating graphic content for social media (Twitter and LinkedIn)
- Thrive in a fast-paced, deadline driven environment; juggling multiple projects at once
- Collaborate seamlessly with outside vendors (website, marketing)
- Strong communication skills, both written and verbal, and the ability to identify, cultivate and maintain relationships
- Ability to adapt to a changing environment and change focus and priorities as a result
- Ability to use AfterEffects CC and Premier CC is a plus

Wilshire Associates Inc. | Analyst/Senior Analyst | Santa Monica, CA

Software Proficiency:
Skilled in:

- MS Excel
- MS PowerPoint
- MS Word
- Adobe Illustrator CC
- Adobe InDesign CC
- Adobe Photoshop CC
- Adobe AfterEffects CC
- Adobe Premiere CC
- Google Analytics

Our Offer:
- An international, dynamic, entrepreneurial work environment
- Competitive compensation package, including a bonus opportunity
- 3 weeks of vacation, 8 paid holidays per year
- 401(k)/Roth 401(k)/Medical/Dental/Vision insurance

How to apply: Please apply directly at www.wilshire.com. No phone calls please.

Wilshire Associates Incorporated is an Equal Opportunity Employer, Minority/Female/Disability/Veteran. Wilshire Associates Incorporated is an SEC registered investment adviser and required to track certain political contributions under Rule 206(4)-5. As such, you may be required to disclose your prior political contributions.

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc. **Associate** **Santa Monica, CA**

Job Description:
Wilshire Associates has four business units; Wilshire Consulting, Wilshire Analytics, Wilshire Funds Management and Wilshire Private Markets ("WPM"). Since its founding in 1972, Wilshire Associates has evolved from an investment technology firm into a global advisory company specializing in investment products, consulting services, and technology solutions. We have maintained throughout our history our strong commitment to our clients and have worked to retain our position of leadership in providing innovative ideas to the investment industry. WPM is a global private markets solutions provider, managing multi-investor discretionary funds, customized separate accounts and non-discretionary advisory services. WPM invests in private partnerships, direct co-investments and secondary limited partnership interests with a focus on buyouts, venture capital, private credit and private real assets, and currently manages and advises on approximately $8.5 billion of institutional capital. We have offices in the United States, Europe, and Hong Kong.

Responsibilities Include:
- Contributing member of WPM investment team with responsibilities throughout the investment process
- Acting as key member of deal teams with responsibilities for sourcing potential investment opportunities, conducting due diligence and drafting investment memorandums for fund investments and co-investments
- Ongoing monitoring of existing investments
- Completing special project assignments

Preferred Experience and Skills:
- Candidate should possess 3-5 years of relevant investment experience within the private markets
- Outstanding written and oral communication skills
- Excellent analytical skills (both quantitative and qualitative)
- High proficiency in Microsoft Office (particularly Excel)
- Ability to work independently and efficiently under time pressure in a fast- paced environment with a special attention to detail

Required Education:
- Bachelor's degree from top-tier school

Our Offer:
- An international, dynamic, entrepreneurial work environment
- Competitive compensation package, including a bonus opportunity
- 3 weeks of vacation, 8 paid holidays per year

December 2018 Job Bulletin

Wilshire Associates Inc. | Associate | Santa Monica, CA

Our Offer (cont'd):

- 401(k)/Roth 401(k)/Medical/Dental/Vision insurance

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December 2018 Job Bulletin

Wilshire Associates Inc. | **Analyst, Alternative Investments** | **Santa Monica, CA**

Job Description:
Wilshire Associates Incorporated is a global investment advisory firm that offers customized, institutionally based solutions to meet the investment needs of our clients. Wilshire seeks an Analyst to join its dedicated Manager Research Team. This team of professionals provides investment manager due diligence, rating, and recommendation support to Wilshire Funds Management (WFM) portfolio managers and clients, as well as to Wilshire's Consulting Division. The Analyst position is suited for people who have recently graduated from college and have some professional working experience. An Analyst will work closely with senior investment team members and will develop professional skills in a variety of areas. We are looking to identity self-motivated candidates with strong academic backgrounds and professional drive. WFM is dedicated to providing customized investment solutions in the areas of manager research, asset allocation portfolio construction, and risk management to institutional and intermediary clients. Wilshire's Consulting division, established in 1981, is well known and respected for providing investment consulting services to large pension funds, endowments, foundations and insurance companies.

Key Responsibilities:
- Support the team's senior manager research professionals in all aspects of manager due diligence
- Tasks include, but are not limited to, generating quantitative analysis, preparing reports and presentations, data collection and organization
- Opportunity to participate in hedge fund manager meetings once the analyst demonstrates mastery of core responsibilities
- Support other investment activities related to market analysis, performance analysis, investment research, and client servicing
- Attend all internal weekly investment research meetings as well as Investment Committee meetings

Required Skills and Background:
- BA/BS degree required
- Strong verbal and written communication skills and quantitative and analytical ability required
- Strong Microsoft Excel skills

Desired Skills and Background:
- Business and finance related majors preferred
- 1-2 years of relevant work experience preferred
- Progress towards or desire to participate in the CFA and CAIA programs is preferred
- Knowledge of investments and interest in capital markets and hedge fund/alternative investments is highly desired
- Strong Microsoft Office application skills desired
- Experience with Visual Basic for Applications preferred but not required

Wilshire Associates Inc. | Analyst, Alternative Investments | Santa Monica, CA

Desired Skills and Background (cont'd):

- Attentive to detail and accuracy
- Team player and client centric

Our Offer:

- An international, dynamic, entrepreneurial work environment
- Competitive compensation package, including a bonus opportunity
- 3 weeks of vacation, 8 paid holidays per year
- 401(k)/Roth 401(k)/Medical/Dental/Vision insurance

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December 2018 Job Bulletin

Wilshire Associates Inc. | **Senior Institutional Fundraiser, Senior Associate/Vice President (DOE)** | **Santa Monica, CA or Pittsburgh, PA**

Company Overview:
Wilshire Associates is a leading global independent investment consulting and services firm and provides consulting services, customized investment products, and analytics solutions to plan sponsors, investment managers and financial intermediaries. Headquartered in Santa Monica, CA, its four business units include Wilshire Funds Management, Wilshire Analytics, Wilshire Consulting and Wilshire Private Markets. Wilshire Funds Management provides customized multi-discipline, multi-manager and hedge fund investment solutions to financial intermediaries serving retail and institutional investors. Wilshire Analytics incorporates Wilshire's investment technology product offerings. Wilshire Consulting provides investment consulting services, including asset allocation, investment structure, manager search and performance measurement to some of the nation's largest public and corporate retirement plans, endowments, foundations, and major insurance companies. Wilshire Private Markets was founded in 1996 and for more than two decades has assisted pension funds, endowments, and foundations to invest in private partnerships focused on a broad range of private capital strategies.

Wilshire Private Markets manages approximately $8.5 billion in assets under advisement/management. We have a global perspective on the private markets with worldwide research capabilities and a major international client base. Both global and regional mandates are structured to meet client investment objectives. Today there are more than 40 professionals in Wilshire Private Markets working in four locations: Santa Monica (Western US), Pittsburgh (Eastern US), Amsterdam (Europe), and Hong Kong (Asia/Pacific).

Role and Responsibilities:
Wilshire is seeking to recruit an institutional fundraiser to raise assets across WPM's various investment strategies and help expand our growing private markets advisory business. This individual should have a solid understanding of the institutional marketing process, be able to effectively articulate the investment philosophy and strategies of Wilshire, have demonstrated success cultivating a strong network in the marketplace that has resulted in winning mandates, and be equipped to lead the sales process from opening the door to closing the sale, bringing in the necessary management and investment team resources along the way. The role will focus primarily on sophisticated institutional buyers across North America. Existing direct relationships with corporate and public plans, insurance companies, endowments, foundations, and multi-family offices are preferred. The successful candidate will be a self-starter who can identify, prioritize and gain access to new investors within the requisite channels. Familiarity with private equity is required as it is imperative that this individual be familiar with the in-depth due diligence process associated with institutional investor commitments within the private markets. Travel may be extensive at times, particularly around targeted fundraising periods which will require more intensive prospecting.

December 2018 Job Bulletin

Wilshire Associates Inc.	Senior Institutional Fundraiser, Senior Associate/Vice President (DOE)	Santa Monica, CA or Pittsburgh, PA

Required Experience and Skills:

- A minimum of five years of experience in an institutional fundraising role with a well-regarded private equity firm, fund of funds, placement agent, real estate firm or private equity investment consultant
- An established track record of raising assets from sophisticated institutional buyers such as endowments, foundations, public & corporate plans, and larger family offices
- Solid theoretical and practical private equity investment knowledge
- Strong business judgment
- The ability to effectively execute a majority of the sales process on his/her own
- A skilled long-term relationship-builder with excellent client-facing instincts

Personal Qualities:

- A self-starter who is hard working and results oriented
- Maturity, polish and personal presence to effectively interface with sophisticated prospects and clients
- Strong verbal and written communication skills - the ability to present ideas with precision and conviction
- A passion for excellence
- An entrepreneurial bent and a “roll-up-the-sleeves” orientation
- Organized, thorough and detail-oriented
- A natural team-oriented individual who is able to partner effectively with other senior colleagues
- Must be comfortable with travel which can be extensive at times, particularly around targeted fundraising periods
- Easygoing and able to work well with different personality types and with colleagues across functions and global geographies
- A high degree of integrity and professionalism

Required Education:

- Bachelor’s degree

Preferred Education:

- Strong academic credentials
- An advanced degree (e.g., MBA) and/or professional designation (e.g., CFA) is preferred

Our Offer:

- An international, dynamic, entrepreneurial work environment
- Competitive compensation package, including a bonus opportunity
- 3 weeks of vacation, 8 paid holidays per year

Wilshire Associates Inc.	Senior Institutional Fundraiser, Senior Associate/Vice President (DOE)	Santa Monica, CA or Pittsburgh, PA

Our Offer (cont'd):
- 401(k)/Roth 401(k)/Medical/Dental/Vision insurance

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WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc. | **Analyst** | **Santa Monica, CA**

Job Description:
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Wilshire Private Markets is a global private markets solutions provider, managing multi-investor discretionary funds, customized separate accounts and non-discretionary advisory services. WPM invests in private partnerships, direct co-investments and secondary limited partnership interests with a focus on buyouts, venture capital, private credit and private real assets, and currently manages and advises on approximately $8.5 billion of institutional capital. We have offices in the United States, Europe, and Hong Kong.

The expected start date for this position is January 2019. This individual will be a member of the WPM investment team, working closely with senior management of the division.

Responsibilities Include:
- Contributing member of WPM investment team, with responsibilities throughout the investment process
- Helping maintain WPM's research database
- Acting as key member of deal teams, conducting due diligence and drafting investment memos for fund investments and transactions (e.g., co-investments and secondaries)

Required Experience and Skills:
- Bachelor's degree from top-tier school
- Excellent analytical skills (both quantitative and qualitative); internship at a nationally recognized investment banking, management consulting or financial services firm is preferred
- Outstanding written and oral communication skills
- High proficiency in Microsoft Office (particularly Excel)
- Ability to work independently and efficiently under time pressure in a fast- paced environment with a special attention to detail

Our Offer:
- An international, dynamic, entrepreneurial work environment
- Competitive compensation package, including a bonus opportunity
- 3 weeks of vacation, 8 paid holidays per year

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc. | Analyst | Santa Monica, CA

Our Offer (cont'd):

- 401(k)/Roth 401(k)/Medical/Dental/Vision & Life insurance

How to apply: Please apply directly at www.wilshire.com. No phone calls please.

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December 2018 Job Bulletin

Wilshire Associates Inc. **Vice President, Relationship Manager** **Pittsburgh, PA**

Job Description:
Wilshire Associates Incorporated is seeking an investment professional for a relationship management position to join the Wilshire Private Markets (WPM) Group. The ideal candidate will possess a combination of investment skills and prior experience interacting with a sophisticated institutional client base.

WPM is a global private markets solutions provider, managing commingled discretionary fund of funds, customized separate accounts, and non-discretionary mandates. WPM currently advises on over $10 billion of institutional capital, including investments in private partnerships, direct co-investments and secondary limited partnership interests with a focus on buyouts, venture capital, distressed strategies and real assets. This individual will be a member of the WPM U.S. investment team, working closely with senior management of the division.

Responsibilities Include:
- Managing institutional client relationships either in a lead or supporting capacity
- Manage internal processes and deliverables across a broad array of clients globally
- Frequent interaction with WPM institutional clients to provide WPM reports and work product, and assisting with specific information requests
- Contributing member of WPM investment team, with responsibilities throughout the investment process
- Acting as key member of deal teams, with responsibilities for sourcing potential investment opportunities, conducting due diligence and drafting investment memorandums for fund investments and transactions (e.g., co-investments and secondaries)
- Completing special project assignments

Preferred Experience and Skills:
- Candidate should possess at least 5 years of relevant experience, including a combination of investment skills and client-facing experience
- Dedication to excellent client service
- Outstanding written and oral communication skills
- Excellent analytical skills (both quantitative and qualitative)
- High proficiency in Microsoft Office
- Ability to work independently and as part of a broader team in a fast- paced environment with a special attention to detail

Required Education:
- BA/BS in finance, economics, or business related studies

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc. | Vice President, Relationship Manager | Pittsburgh, PA

Preferred Education:
- MBA and/or CFA, CAIA (or progress towards designation preferred)

Benefits:
- Competitive compensation including a bonus opportunity
- 3 weeks of vacation & 8 paid holidays per year
- 401(k)/Roth 401(k)/Medical/Dental/Vision & Life insurance

How to apply: Please apply directly at www.wilshire.com. No phone calls please.

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WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc. | **Associate Vice President, Global Client Group** | **Santa Monica, CA**

Job Description:
Wilshire's Funds Management Division (WFM) is looking to add an Associate Vice President responsible for ownership of all channel and division-specific marketing projects including planning, development, communication, execution and measurement of initiatives. This position reports to the head of WFM's Global Client Group.

Day-to-day, this individual will work across several of WFM's key initiatives and clients, playing an integral role in delivering value-added marketing support across a range of applications, including standard and custom pitchbooks, fact sheets, brochures, and website content. This individual will lead the execution of marketing programs from inception through completion, collaborating with stakeholders across the organization.

Key Responsibilities:
- Deploy successful marketing campaigns and own their implementation from concept to execution
- Produce valuable and engaging financial advisor facing content for a variety of distribution channels, including our website
- Build and manage a rich content/editorial calendar, including product fact sheets, client approved marketing pieces, and value-added collateral
- Measure and report performance of marketing campaigns and assess against goals
- Maintain a high level of professional conduct ensuring that all WFM compliance and firm policies are adhered to
- Be organized and diligent in tracking progress toward business objectives and coordinating with appropriate WFM home office staff

Desired Skills and Backgroud:
- Bachelor's degree in Marketing or related field
- 5-10 years marketing experience, preferably in the financial services industry
- Understanding of asset allocation, investment vehicles and capital markets
- Experience designing complex marketing programs and reporting on results
- Proven experience in devising and leading marketing campaigns
- Strong communication skills, both written and verbal, and the ability to identify, cultivate and maintain relationships
- Demonstrated project management skills
- Ability to adapt to a changing environment and change focus and priorities as a result

WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc.	Associate Vice President, Global Client Group	Santa Monica, CA

Our Offer:

- An international, dynamic, entrepreneurial work environment
- Competitive compensation package, including a bonus opportunity
- 3 weeks of vacation, 8 paid holidays per year
- 401(k)/Roth 401(k)/Medical/Dental/Vision insurance

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WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc. | **Client Service Senior Analyst, Associate** | **Santa Monica, CA**

Job Description:
Wilshire Funds Management (WFM) is looking to add a Senior Analyst/Associate to its Global Client Group. WFM provides a full range of outsourced investment advisory services to leading insurance companies, broker dealers, asset managers, RIAs and family offices. This position reports to a Vice President of WFM's Global Client Group.

The Client Service Senior Analyst/Associate will be an integral member of the Global Client Group, providing support to the team's senior professionals. This role is suited for individuals with 2-4 years of professional working experience. The position comes with high visibility and will provide the successful candidate with significant interaction within and across the firm. We are looking to identify self-motivated candidates with a solid academic background, enthusiasm for working in the investment industry, and strong professional drive.

Key Responsibilities:

- Support the team's senior professionals in all aspects of client servicing including generating quantitative analysis, designing and preparing client-specific quarterly reports, fund/market commentary, talking points, and webcast materials
- Perform reconciliation of investment holdings (equity and fixed-income) and characteristics on Wilshire's proprietary systems
- Calculate investment performance for Wilshire portfolios and their corresponding benchmarks; audit portfolio returns for accuracy
- Prepare and execute trade files; liaise with fund companies and custodians to ensure smooth trading
- Understand Wilshire's product offerings and operational structure to allow for effective response to client inquiries
- Assist with the development and production of sales and marketing collateral

Desired Skills and Background:

- Bachelor's degree required. Related disciplines (i.e. Finance, Business, Economics, Accounting) are preferred
- 2-4 years of relevant work experience preferred
- Advanced quantitative/analytical ability and Excel skills required
- Prior experience with investment holdings reconciliation is desired; ability to analyze and interpret characteristics associated with investment holdings
- Prior experience calculating investment performance and analyzing performance attribution is preferred; ability to identify and resolve performance dispersions
- Strong communication skills, both written and verbal, and the ability to identify, cultivate and maintain relationships

Wilshire Associates Inc.	Client Service Senior Analyst, Associate	Santa Monica, CA

Desired Skills and Background (cont'd):

- Superior attention to detail and excellent organizational skills; ability to multi-task and work under tight deadlines
- Prior experience with investment applications; prior knowledge of Morningstar Direct and/or Bloomberg is an advantage
- Candidate must be collaborative, a team player, extremely client-centric, and possess a strong integrity and professionalism

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WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc. **Fund Accounting Analyst (FAA)** **Santa Monica, CA**

Job Description:
Wilshire Associates Incorporated is seeking a Fund Accounting Analyst (FAA) to join the operations team within the Wilshire Private Markets (WPM) Group. Wilshire Private Markets specializes in offering clients with customized non-discretionary advisory services and discretionary private markets solutions across the private equity, private debt and real assets sectors. WPM provides recommendation on approximately $11.7 billion of invested capital, including investments in private partnerships, direct co-investments and secondary limited partnership interests with a focus on buyouts, venture capital, distressed strategies and real assets.

This is an ideal position for a motivated individual that is looking to work in a stable environment with growth potential. We seek someone who is dynamic and comfortable managing multiple tasks at once. Overall, the incumbent will assist with all aspects of the administration of the Funds and will act as a contact with custodian banks, investors and management. It is expected that the successful incumbent will perform job functions with a heightened sense of urgency and diligence to ensure required deadlines are satisfied.

Job responsibilities include, but are not limited to:

- Maintain fund cash balances and monitor daily cash activity ensuring differences/issues are identified and resolved in a timely manner
- Perform daily cash analysis (i.e. prepare cash position and forecast reports)
- Perform monthly bank reconciliations
- Execute capital calls and distributions from underlying investments in a timely manner
- Responsible for posting activity to the general ledger, coordinating payment of expenses and maintaining supporting documentation
- Ensure that appropriate accounting treatment for all transactions is applied
- Respond to and resolve investor and investment queries in relation to administrative issues
- Assist Investor Relations in the maintenance of accurate contact information for all investors and investments
- Assist with other fund administration, such as data entry, scanning, and filing documents
- Assist in the quarterly client reporting process and mailings
- Assist with year-end audit and tax projects as necessary

Job Requirements:

- Bachelor's Degree in Accounting, Finance, Economics or other related area
- 0 - 2 years of relevant professional experience
- Understanding of generally accepted accounting principles
- Demonstrated accuracy, attention to detail, timeliness and excellent written and verbal communication skills are a must

December 2018 Job Bulletin

Wilshire Associates Inc. | Fund Accounting Analyst (FAA) | Santa Monica, CA

Job Preferences:

- Excellent client service skills and high level of professionalism
- Strong quantitative and computing skills which includes proficiency in Microsoft Excel and Word
- Candidate must be committed to middle and back office operations as a career and have the ability to multi-task, think quickly, anticipate problems, and possess a superior attention to detail

Our Offer:

- An international, dynamic, entrepreneurial work environment
- Competitive compensation package
- 3 weeks of vacation, 8 paid holidays per year
- 401(k)/Roth 401(k)/Medical/Dental/Vision insurance

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WOMEN IN INSTITUTIONAL INVESTMENTS NETWORK

December 2018 Job Bulletin

Wilshire Associates Inc. **Senior Analyst** **Santa Monica, CA**

Background:
Wilshire Associates Incorporated is a global investment advisory firm that offers customized, institutionally based solutions to meet the investment needs of our clients. Wilshire's Consulting division, established in 1981, is well known and respected for providing investment consulting services to large pension funds, endowments, foundations and insurance companies. Wilshire's Consulting clients include some of the world's largest fund sponsors with combined assets totaling nearly $1 trillion.

Wilshire Associates' Consulting Division is seeking qualified candidates for a Senior Analyst that would work on an established consulting team, based in Pittsburgh, PA. The key responsibilities and requirements for this position are as follows:

Investment Responsibilities:
- Coordinate the preparation and review of performance reports to be distributed to clients
- Assist with special projects. Topics are likely to include asset allocation, investment structure, manager evaluations, and selection/termination.
- Participate in Investment Research projects
- Frequent communication with clients and Client Board/Committee presentation development and delivery

Required Qualification and Skills:
- Undergraduate degree (preferably in finance, accounting, math, or equivalent).
- 2-3 years relevant experience.
- Strong written, verbal, and quantitative analysis skills.
- Knowledge of investments and financial markets.
- Ability to work independently with limited supervision as well as in a team environment
- Ability to manage multiple projects concurrently
- Attention to detail and ability to work with deadlines
- Proficiency in Microsoft Office tools (Word, PowerPoint, Excel)
- Experience with electronic data retrieval from a number of sources including databases, data providers, and websites. Candidates should be comfortable manipulating diverse data sources/formats and relational database technology.

Preferred Qualification and Skills:
- Progress toward CFA or MBA is preferred.

December 2018 Job Bulletin

Wilshire Associates Inc. | Senior Analyst | Santa Monica, CA

Our Offer:
- An international, dynamic, entrepreneurial work environment.
- Competitive compensation package, including a bonus opportunity.
- 3 weeks of vacation, 8 paid holidays per year.
- 401(k)/Roth 401(k)/Medical/Dental/Vision insurance.

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