



**Please contact Wendy Kent at Kent Employment Solutions**

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**(503) 293-5627**

**Salary-90-110K**

**Job title:** Manager of Fund Operations

**Division/Department:** Fund Operations

### **Job Summary**

The position is responsible for Fund Operations and its activities including new investor account setup, investor servicing, investor reporting, maintenance and update of marketing materials and private placement memorandums. The Manager provides reports to Executive Management, communicates with Investors and their Advisors as well as certain 3 party providers. The Manager of Fund Operations is also responsible for ensuring compliance with internal and external policies and procedures relating to the release of fund information. The manager has knowledge and expertise in Fund Operations, Accounting, Securities and Contracts, provides direction, and makes decisions within their delegated authority.

### **Essential Functions**

- Ensure timely delivery of investor documentation and the corresponding reporting in SalesForce.
- Plan, administer and track the firm's fund operations budget.
- Oversee and assist in the preparation of annual, semi-annual and quarterly investor communications. Ensure marketing materials, due diligence questionnaires and private placement memorandum is updated.
- Assist with or prepare other regulatory reports for the SEC & other regulatory agencies.
- Prepare board reports and provide reporting to Executive Management.
- Support preparation, review and distribution of investor dividend distribution calculations and statements.
- Direct the development and documentation of departmental procedures and policies.
- Ensure fund operations/investor communication compliance requirements are met and facilitate review of documents as needed.
- As appropriate, communicate with Investors, Advisors and 3<sup>rd</sup> Party Providers.
- Draft official communications, interpret contracts & recommend modifications as appropriate.
- Manage 2 direct reports in the department.
- With Marketing and Sales, identifying and implementing opportunities to enhance investor experience through use of technology and partnerships. May include



electronic statements and reporting, collaborative relationships with custodians and web based services.

- Perform other duties and responsibilities as required by the company.

## **Job Requirements and Qualifications**

**Education:** BS/BA in Finance, Accounting or related field, or the equivalent combination of education and experience is required. MBA and/or JD a plus.

**Professional Requirements (licenses, programs, or certificates):** N/A

### **Knowledge, skills and abilities:**

- Ability to accurately develop departmental budgets.
- Excellent oral and written communication skills.
- Strong project management skills and attention to detail.
- Proven ability to work effectively with, present to, and influence executive level management.
- Proven ability to work effectively with cross-functional counterparts.
- Supervisory skills, giving clear direction and motivating others.
- Flexibility to perform in an ever-changing work environment.

### **Experience:**

- Minimum 5 years experience with 2-3 years management experience.
- Experience with Fund accounting or investment operations.
- Experience working in a legal or documentation department within a financial institution is highly desirable.
- Proficient in Microsoft Excel.
- Experience with Salesforce or other CRM database preferred.

## **Other Information**

### **Special Information (Travel required, physical requirements, etc.):**

- Additional hours as necessary to accomplish objectives, goals and projects.
- Ability to sit for long periods of time.