

Operational Due Diligence Analyst

Responsibilities:

The Operational Due Diligence Analyst will work closely with other team members and take responsibility for the timely delivery of operational due diligence projects. This person will perform initial due diligence of prospective external investment managers which involves preparation for and participation in manager operational due diligence meetings including interviews with CFOs, COOs, CCOs, and back-office operations personnel as well as a review of the managers' operational infrastructure, compliance policies and procedures, internal controls, trade processes, and valuation practices. The Operational Due Diligence Analyst will also assist in ongoing due diligence which includes performing reviews of managers' investment related documents, regulatory reporting, and examination results, assessing the appropriateness of their compliance policies and procedures, and conducting background checks and ongoing monitoring of key personnel. This role contributes to the overall operational risk measurement, monitoring, and reporting of the firm's investments, and performs ad hoc projects related to the operational due diligence function as necessary. This is a full-time position in our Memphis office. The position may require occasional travel. Interested candidates should send a cover letter and resume to info@preserverpartners.com. The primary duties and responsibilities include but are not limited to:

- Conduct operational due diligence on external managers
- Assist in evaluating risks associated with operations and compliance of external managers
- Communicate with managers to gather relevant due diligence information
- Review and analyze investments' financial, legal, and other documents
- Participate in onsite due diligence meetings with senior personnel
- Create operational due diligence reports and summaries
- Develop and maintain manager specific data and track due diligence metrics
- Participate in research and investment committee meetings
- Attend industry events and seminars to monitor industry trends
- Conduct ad hoc projects to assist the investment team

Minimum Qualifications:

- 2+ years financial service industry experience preferred
- Prior operational due diligence, or hedge fund operations experience preferred
- Bachelor's degree required
- Ability to work effectively in a team environment
- Excellent verbal, written, and interpersonal communication skills
- Advanced knowledge of Microsoft Word and Excel
- Highly organized and detail oriented
- Superior analytical, problem solving, organizational, and communication skills
- Ability to work independently and efficiently on several assignments simultaneously

Benefits Include:

- Competitive salary depending on relevant experience
- 401k and Profit-Sharing Plan with company match
- Medical, Dental and Vision insurance
- Long-Term Disability Insurance
- Company matching program for charitable contributions
- Hybrid and Remote Work options