

**WILLIAMS COLLEGE INVESTMENT OFFICE
SENIOR ASSOCIATE POSITION PROFILE**

POSITION: Senior Associate

REPORTS TO: Managing Director

LOCATION: Boston, Massachusetts

SUPPORT A LEADING ACADEMIC INSTITUTION

Williams College is a private, residential, liberal arts college, with graduate programs in the history of art and in development economics and is based in Williamstown, MA. The undergraduate enrollment is approximately 2,000 students.

The Williams College Investment Office, based in Boston, manages the \$4.7 billion endowment, which plays a major role in supporting over 50% of the operations of the college annually. The Investment Office is staffed by a small and collaborative team of eleven people; as a member of our team, your contribution has a direct impact on the capacity of Williams to provide educational opportunities to students from all backgrounds.

POSITION SUMMARY

The Williams College Investment Office seeks a Senior Associate. The Senior Associate will be a key member of the Williams College Investment Office team, reporting to the Managing Director with responsibility for four asset classes: buyouts, global long equity, real estate and venture capital. The Senior Associate's primary responsibilities will include the following:

- Support the due diligence processes for new and existing managers, including attending due diligence meetings, performing attribution analysis and other relevant analytics, and contributing to the drafting of investment recommendations.
- Participate in the monitoring of existing managers by preparing meeting notes, tracking material portfolio positions, monitoring current events, reviewing correspondence and amendments/requests.
- Assist in preparation and enhancement of portfolio and fund analytics, leveraging research tools and other data.
- Contribute to the annual asset allocation review and other investment projects, including work that supports other asset classes, sustainability, and diversity, equity and inclusion.
- Work with the team in the preparation of materials for the Investment Office's various committees including Advisory and Investment Committees, as well as other materials as needed.
- Support the oversight of the Investment Analyst program, providing training and mentorship. Assist with other student programs (Winter Study and Summer Analysts) and recruitment for all student programs, as required.

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QUALIFICATIONS

A Senior Associate is expected to have most of the following professional experiences and attributes:

Experience:

- 5+ years of experience in a high performance institutional investment management firm or similar environment.
- Experience conducting quantitative and qualitative analysis, interpreting data and drafting recommendations or similar experience.
- Familiarity with general investment terminology and principles.

Attributes:

- Interpersonal skills necessary to interact effectively with Investment Office colleagues, industry peers, external managers, the campus community, and Investment and Advisory Committee members.
- Demonstrated intellectual curiosity, an ability to learn quickly, and an aptitude for taking on new areas of responsibility.
- Excellent oral and written communication skills.
- Demonstrated leadership skills.
- Superior organizational skills and attention to detail.
- Strong project management skills and the ability to manage multiple competing priorities.
- Collegial and collaborative team member; able to work effectively in a small team and contribute to areas beyond the direct scope of responsibility.
- Competence across the Microsoft Office Suite, particularly Excel, and competence in learning other databases and systems.
- Ability to travel frequently, both domestically and abroad, to assist in conducting due diligence.

EDUCATION

Bachelor's degree required. MBA or CFA preferable but any combination of pertinent academic training and work experience may be considered.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is largely comprised of in-office, desk related tasks including computer work, phone/video calls, and in-person meetings. Work is generally sedentary in nature and is expected to include extended screen time. This position requires travel, estimated at 10% to 20% of the Senior Associate's business time. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Williams College has retained Dynamics Search Partners to assist in the search for a Senior Associate. For consideration, qualified candidates should provide a cover letter and resume to Wren Zeller, Associate, at wren@dspny.com.