

January 6, 2017

### Investment Operations Associate (Structuring)

Department: **Finance – Investment Operations**

Reports to: **Vice President**

Location: **Chicago, IL**

Contact: **Human Resources (careers@gcmllp.com)**

#### SUMMARY

The Investment Operations Associate will be a part of a team that focuses on the legal review of underlying investment funds (hedge funds and private equity funds). Responsibilities include the review and analysis of fund governing documents, abstracting key legal terms and conditions, preparation and negotiation of various legal agreements, including side letter agreements, review and summary of third-party background investigations, client correspondence, and project management. The right candidate must possess strong writing skills, superior attention to detail and enjoy working in a collaborative team environment.

#### RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Review and analyze governing documentation for underlying hedge fund investments, including offering documents, limited partnership agreements, memoranda and articles of association and subscription agreements.
- Identify and analyze legal issues, prepare written memoranda of key terms and conditions and highlight issues for presentation to senior management.
- Draft and negotiate various legal agreements, including, but not limited to, side letter agreements and confidentiality agreements.
- Understand and articulate the terms and conditions of the Grosvenor funds' investments.
- Monitor and ensure proper data integrity and analysis of underlying hedge fund liquidity.
- Abstract the key terms and conditions of underlying hedge fund documentation into Grosvenor's proprietary databases in order to aid in investment decision making.
- Review, analyze and summarize third-party prepared background investigation reports.
- Liaise with external hedge fund managers regarding various issues.
- Interface directly with external clients by (i) preparing and reviewing client reports and communications related to legal terms and conditions, fees and liquidity and (ii) implementing customized client requirements.
- Collaborate with company departments, including Investments, Fund Finance, Legal, and Client Services.
- Create and update process tracking logs as required.
- Assist with the day-to-day operations of the Legal Review and Structuring sub-group of the Operational Due Diligence team.
- Participate in and take the lead on special and recurring projects and report results to management.
- Routinely handle confidential information and apply strict confidentiality and sensitivity in the dissemination of this information.
- Monitor and ensure compliance with certain internal policies and procedures, including proxy policies.
- Provide mentoring and guidance to further professional development of members of the team.
- Perform additional related duties as assigned.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

**If interested and qualified for this position, please notify Human Resources.**

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## EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

The ideal experience and critical competencies for the role include the following:

- Undergraduate degree with a superior grade point average.
- 4 – 6 years of business experience in the financial or legal services industry. A prior focus in the asset management segment of the financial services industry is preferable, and particularly in the fund of funds sub-segment.
- Proficient in SharePoint and Microsoft Office Suite (including Outlook, Excel, Word and PowerPoint).
- Proven ability to work both independently and within a team.
- Excellent work ethic and high degree of professionalism.
- Outstanding verbal and written communication skills.
- Superior organization, decision making and problem solving skills.
- Ability to multi-task and work in a fast paced, changing environment and to balance multiple, concurrent projects.
- Strong attention to detail and concern for quality and accuracy of final product.
- Highest degree of integrity and ability to maintain confidential information.
- Demonstrated initiative and ability to manage tasks and projects independently from start to finish.
- Flexibility and adaptability to handle changing priorities pertaining to work flow.
- Strong analytical abilities.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to exercise discretion and judgment.

## HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to [careers@gcmlp.com](mailto:careers@gcmlp.com). Please reference **“Investment Operations Associate #101090”** in the subject line of the email.

## ABOUT THE FIRM

GCM Grosvenor is one of the world’s largest independent alternative asset management firms, with over \$45 billion in assets under management. The Firm’s investment management and advisory services span public and private markets, focusing on hedge funds, private equity, infrastructure and real estate. GCM Grosvenor launched its first investment portfolio, a multi-manager portfolio of hedge funds, in 1971. The Firm’s global client base includes public and private pensions, sovereign wealth entities, banks, corporations, insurance companies, charitable organizations, endowments and high net worth individuals.

For more information, visit [www.gcmlp.com](http://www.gcmlp.com).

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