

## **Senior Analyst / Co-Portfolio Manager – San Diego**

Senior Analyst / Co-Portfolio Manager of a family office, globally diversified, fund of hedge funds, located in Rancho Santa Fe, California.

### Functions:

- Top-down (asset / strategy allocations) and bottom-up investment recommendations to CIO.
- Contact with fund managers via meetings (London, New York and LA), telephone calls and e-mail.
- Review of managers' monthly, quarterly and annual reports.
- Preparation of due diligence reports (quantitative and qualitative) on a wide array of geographically diversified hedge funds covering most strategies, including, long/short equity, event driven (risk/merger arbitrage, capital structure arbitrage, turn-arounds, special situations), the credit spectrum (high yield, distressed, direct loans, convertible bonds, MBS, CDO, CDS), CTAs, MLPs, REITs.
- Preparation of investment and asset allocation schedules, and back tests / stress tests of portfolio.
- Administration including issuing trade instructions, portfolio reconciliation, communications with sub-investment manager, fund managers, and funds' offshore administrators.
- Accounting using QuickBooks.
- Analytical, thorough and detail oriented, and excellent communication skills.
- CFA or similar qualification preferred.

Will work closely with administrative / IT associate whose functions include:

- Preparation of investment schedules, and quantitative schedules for the monthly report.
- Weekly tracking of performance of active and prospective funds.
- General administration including communications with funds' investor relations, planning and scheduling trips, portfolio reconciliation, and soft / hard filing.
- Computer maintenance and backing up of data.

All applications will be dealt with in the strictest of confidence. Position required ASAP. Package to be negotiated.

Please contact Ivor Jacobson at (858) 335-8867 (c) or (858) 779-9360 (w), or by e-mail at [ivorjacobson@santafeadvisors.com](mailto:ivorjacobson@santafeadvisors.com)