

IRONWOOD

ASSOCIATE, INVESTOR SERVICES CHICAGO

About Ironwood

Ironwood Capital Management (“Ironwood”) is a San Francisco-based alternative investment manager focused on constructing multi-manager hedge fund portfolios. Founded in 1996, Ironwood manages approximately \$3.4 billion in private and registered funds for a diverse client base of high net worth individuals and institutional investors. Ironwood is 100% employee owned, with offices in San Francisco and Chicago. Ironwood is focused on generating attractive, low volatility returns in a consistent and repeatable manner with limited dependence on and low correlation to broader debt and equity markets.

Job Description

Support the Investor Servicing function for Ironwood’s private and registered funds in conjunction with an internal team and Ironwood’s third-party administrator. Duties include internal and external reporting, marketing materials production and distribution, distribution platform reporting, investor data maintenance and reporting, and investor communications.

Responsibilities

- Process investor capital activity in coordination with intermediary firms and fund administrator
- Prepare cash, capital, and account balance reconciliations
- Process accounts transfers between clients, custodians, and intermediary firms
- Prepare various internal and external communications (email distributions, fact cards, marketing decks, commentary, quarterly letters, investor statements, and various ad hoc reports)
- Prepare intermediary reporting
- Participate in monthly meetings to review investor activity with internal constituent teams (including compliance, accounting, and investor relations)
- Update contact relationship management (“CRM”) database
- Prepare reporting from CRM database

Skills & Requirements

- 0-2 years operations or accounting experience. Internship and/or relevant coursework also considered.
- Strong attention to detail with ability to review work and solve problems
- Strong technology skills, especially Microsoft Excel (i.e. lookups, pivot tables, etc.) and knowledge of Backstop CRM (a plus, but not required)
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Bachelor’s degree or equivalent in relevant field

Application Process

- Please send resume and a cover letter to resumes@ironwoodpartners.com.
- Candidates must complete a case study (approximately 2 – 2 ½ hours) to gain a better understanding of the day-to-day job responsibilities.