

# IRONWOOD

## **ANALYST, OPERATIONAL DILIGENCE CHICAGO, IL**

### **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 \$4.7 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**

Reporting directly to Ironwood's Vice President of Operational Due Diligence, assist in the administration of various operational diligence initiatives, including Ironwood’s internal RFI/RFP process, maintenance of due diligence questionnaires, hedge fund operational due diligence, and vendor due diligence.

### **Responsibilities**

- Responsible for the preparation and completion of RFP/RFIs, due diligence questionnaires, and Ironwood’s FAQ repository
- Participate in Operational Due Diligence reviews of Ironwood’s underlying managers, both prospective and current; maintain database documenting all manager information and findings
- Attend Ironwood’s Operational Due Diligence Committee meetings and collaborate with various committee members consisting of senior investment and operations professionals
- Participate in Operational Due Diligence reviews requested by Ironwood’s intermediaries
- Attend Ironwood’s Vendor Due Diligence Committee meetings and participate in vendor reviews; maintain database documenting all vendor/third-party information and findings
- Assist in the tracking of regulatory compliance requirements
- Assist in the preparation of updates to Ironwood’s independent directors during quarterly board meetings
- Assist in maintaining and updating quantitative model to document and score investment managers
- Stay current on industry trends, best practices, relevant service providers, and other industry-related vendors
- Perform other related duties as assigned

### **Qualifications**

- Bachelor’s degree or equivalent with strong academic record
- 3-5 years of financial services experience, with exposure to areas of investment operations, fund administration, and/or investment management
- Excellent oral & written communication skills
- Strong organizational, interpersonal, and analytical skills
- Strong attention to detail with concern for quality and accuracy of final product
- Excellent references
- Willingness to travel; predominately within the United States

Compensation will be competitive and based on experience. To apply, please send resume and cover letter to [resumes@ironwoodpartners.com](mailto:resumes@ironwoodpartners.com).

IRONWOOD CAPITAL MANAGEMENT  
ONE MARKET PLAZA, STEUART TOWER, SUITE 2500, SAN FRANCISCO, CA 94105  
PHONE: (415) 777-2400 FAX: (415) 777-2600  
[resumes@ironwoodpartners.com](mailto:resumes@ironwoodpartners.com)