



Director of Operational Due Diligence

Firm Description

Prime Quadrant is an investment research and consulting firm that empowers family offices and ultra-high net worth investors to make better investment decisions. We are trusted advisors to over 100 families across the country with over \$13 billion in Assets under Consultation.¹

Our culture is best described by what we call the Prime Quadrant PATH – we are **Purposeful**, **Authentic**, **Tenacious** and **Humble**. We love the work that we are privileged to do, the wonderful group of clients we are fortunate to serve and the exceptional team we have assembled. We have been on a strong growth trajectory for several years and are looking for a talented person with aligned values to join our team.

Role Description

Prime Quadrant is currently seeking an exceptional individual to join our team as the Director of Operational Due Diligence. In this role, you will be responsible for the initial and on-going operational due diligence of external third-party investments across Private Equity, Real Estate, Public Equities, Fixed Income and other Alternative Investments. The ideal candidate will have 5+ years of experience doing Operational Due Diligence (ODD) across both liquid and illiquid alternatives. PQ is a fast-growing firm and this role will provide an excellent opportunity for an individual who is looking to broaden their experience and responsibilities beyond ODD. The successful candidate will have a strong work ethic and be willing to work across departments on a variety of projects outside of your core responsibilities. You will report to the Chief Operating Officer, but you will be working closely with the Investment Team and the Head of Investments. This role is at the heart of our goal to help our clients make better investment decisions.

Primary Responsibilities

- Lead ODD assessments of external fund managers, including on-site meetings with managers. You will be working closely with the Investment Team as they conduct own Investment Due Diligence.

¹For many of our clients, we provide consulting services for all of their assets and use the Assets Under Consultation metric of measurement as we believe we have an impact on all assets held by clients whether or not we directly introduced those assets to them or not. Assets Under Consultation is different from the more traditional Assets Under Management metric of measurement.

- Preparation of ODD Reports which will include a review of all relevant areas including personnel, processes, systems, trade capture, valuation, counterparty risk, accounting and financial reporting, risk management, performance measurement, documentation, compliance, disaster recovery and cyber security.
- Participate as an active member of the firm's Investment Committee. You will be required to present the operational merits and risks of investments brought to the Investment Committee by the Investment Team.
- Review and maintain up to date information and documentation in our internal databases
- Continually look for ways to automate processes and help make the firm more efficient
- Support or in some circumstances lead ad-hoc projects across the teams.
- You will be expected to maintain a thorough knowledge of industry standards and best practices relating to ODD. You will be responsible for making recommendations on how those could be integrated into our current processes.
- Any other tasks and responsibilities assigned to you by the Company

Skills and Experience:

- Undergraduate or advanced business degree (e.g. B.Comm, BBA, MBA etc.).
- CPA, CFA, CAIA, Master of Finance or other relevant investment-related designations would be considered an asset
- 5+ years experience doing Operational Due Diligence with a focus on Alternatives, both liquid (Hedge Funds) and illiquid (Private Equity, Credit, Real Estate). You must have experience of managing the full ODD process from start to finish and be able to work with minimal support.
- You must have a thorough understanding of both public and private market investment operations process flows including funds transfer, waterfall and carry fee methodology, trade life cycle, settlement, custody and valuation processes.
- Good understanding of a wide range of financial instruments as well as a solid understanding of common hedge fund and private market strategies.
- Experience doing due diligence on direct deals and co-investments would be considered an asset.
- Experience evaluating and reporting on internal control processes, procedures and documentation would be considered an asset.
- Strong written and verbal communication skills.

Key Attributes:

- Impeccable degree of honesty and integrity
- Strong work ethic and tireless dedication to achieving excellence
- Curious and inquisitive, with a genuine interest in investing
- Respectfully skeptical, with a truly open mind
- Respectful, gracious and generous



- Passionate about organization, process and discipline
- Team player who shares Prime Quadrant's core values

Compensation:

- Industry competitive salary
- Performance-based bonus structure.
- Health benefits via participation in the firm's health spending account

To express interest in this opportunity or for more information, please email careers@primequadrant.com with the subject line “Job Application – Director of Operational Due Diligence”. Please note that while we appreciate hearing from all qualified candidates, only those applicants whose background and experience align with our requirements will be contacted.

Prime Quadrant is committed to fair and accessible employment practices and we are committed to providing accommodations for persons with disabilities. If you require accommodations in order to apply for any job opportunities, or require this posting in an additional format, please contact us at careers@primequadrant.com or call 647 749-4118. If you are contacted by Prime Quadrant regarding a job opportunity or testing and require accommodation in any stage of the recruitment process, please use the above contact information. We will work with all applicants to determine appropriate accommodation for individual accessibility needs.