



POSITION DESCRIPTION: Investment Operations Specialist

ORGANIZATION:

L&L Management, Inc., is a family office formed in 2005 to manage the financial, investment and administrative needs of individual family members and related entities, including The Leon Levine Foundation. Services include personal accounting and reporting, cash flow planning, bill pay and expense reporting, tax planning, investment and balance sheet administration, legal oversight, insurance management, employee benefits, human resources, and concierge services.

Established in 1980, **The Leon Levine Foundation (TLLF)** supports nonprofits in North and South Carolina that specialize in education, healthcare, human services, and Jewish values. Now with more than \$1.5 billion in assets, The Leon Levine Foundation continues to grow and is one of the largest private foundations in the country. Based in Charlotte, N.C., the Foundation invests in nonprofits with strong leadership, a track record of success, and a plan for financial sustainability. Through its investments, the Foundation empowers underserved Carolinians to self-sufficiency and strengthens the Jewish community.

OPPORTUNITY:

Every day, you will be surrounded by smart, motivated, collaborative teammates with varied life experiences who have been successful in other industries and decided to dedicate their working years to lifting up others. Come join some of the most dedicated philanthropists in the region in a traditional yet dynamic setting. After celebrating TLLF's first 40 years of giving, join the team as the Foundation looks forward to many more decades of impact at one of the largest private grantmaking foundations in the mid-Atlantic.

TLLF seeks employees from diverse backgrounds, faiths, and life experiences to join the team. It is critical to TLLF's success that this diversity is celebrated and can truly flourish. The Foundation continues to work to create an equitable workplace where all good ideas rise to the top. For more information, please visit www.leonlevinefoundation.org.

REPORTS/RELATIONSHIPS:

This position will report to the Director of Investments.

FUNCTIONS:

The Investment Operations Professional will play a key role in supporting the investment and accounting teams. As the subject matter expert bridging these teams, this individual will be responsible for implementing investment decisions, ensuring the operational integrity of the Foundation's portfolio, conducting operational due diligence, and managing investment and impact reporting systems. The ideal candidate will have substantial experience in investment operations, a strong understanding of investment and accounting practices, and the ability to work collaboratively across teams. Candidates should also have an interest and fluency in mission-aligned investments.

Specific duties will include, but not necessarily be limited to:

- Internal Collaboration and Stakeholder Engagement
 - Serve as the primary liaison between the investment and accounting teams, aligning workflows and sharing insights across functions.
 - Build and maintain strong relationships with key internal stakeholders, including staff for research and development, data systems, and grantmaking.
 - Support impact measurement and data collection with the Research and Evaluation team.
 - Provide training and support to junior team members and other Foundation stakeholders as needed.
- Execution of Investment Decisions
 - Facilitate the execution of investment activity, including trade settlements, capital calls, distributions, and asset allocation adjustments.
 - Coordinate with external managers, custodians, and other service providers to ensure timely and accurate processing of transactions.
 - Maintain the accuracy and integrity of investment data across internal records and outsourced reporting systems.
- Operational Due Diligence and Risk Assessment
 - Conduct thorough operational due diligence on prospective and existing investment managers, with a focus on processes, controls, compliance, and reporting.
 - Review and analyze legal and investment documentation, such as fund agreements, offering memoranda, and subscription documents.
 - Monitor and evaluate the operational risks associated with investment managers and service providers, including auditors, custodians, legal counsel, and others.
 - Maintain current knowledge of best practices in investment terms, structures, and operational risk management.
- Data Management and Reporting
 - Oversee the organization and maintenance of investment data, ensuring consistency across systems.
 - Collaborate with internal and external stakeholders to prepare performance reports, valuations, and risk analyses that support investment decision-making.
 - Support the development and refinement of the Foundation's impact reporting systems in partnership with internal teams and third-party consultants.
 - Produce quarterly and annual reports for senior leadership, the Finance Committee, and the Board, adhering to best practices in investment reporting.
 - Reconcile data across internal systems and third-party sources, resolving discrepancies promptly.
- Liquidity Management
 - Maintain accurate liquidity reports and proactively identify and communicate any shortfalls.
- Collaboration and Engagement
 - Collaborate with external investment managers, consultants, and service providers to resolve issues and ensure alignment with operational and strategic goals.
 - Support the coordination of communications and reporting with external partners and stakeholders.

QUALIFICATIONS:

- Bachelor's degree in Finance, Economics, Mathematics, Business, Accounting, or a related field preferred.
- Progress toward relevant advanced degrees or certifications (e.g., MBA, CFA, CAIA) considered a plus
- 3-8 years of experience in investment operations, fund accounting, or a related role within a foundation, endowment, family office, bank, or asset management firm.
- Demonstrated experience collaborating with external investment managers and service providers to oversee and improve operational processes.
- Familiarity with private equity, fixed income, and equity investments.
- Experience in performance measurement, portfolio analytics, and investment reporting.
- Proficiency in Microsoft Excel and PowerPoint.
- Experience with data management and investment tools such as Canoe, Addepar, and similar platforms.
- Solid understanding of investment operations, fund structures, capital flows, and operational due diligence best practices.
- Strong analytical and problem-solving skills, with exceptional attention to detail.
- Excellent communication skills, both written and verbal, with the ability to convey complex information clearly.
- Strong organizational abilities with the capacity to manage multiple priorities effectively.
- Ability to work independently as well as collaboratively within a team environment.
- Demonstrated commitment to excellence and high level of professional integrity.

BENEFITS

- Competitive salary, bonus, and discretionary grant pool
- Eligible for review and performance-based compensation adjustment each June 30
- 401(k) with a 3% contribution and a 5% company match
- Employee fully paid health insurance, dental, disability, and life insurance
- 20 days of annual leave, prorated for the first year and increases to 25 days after 2 years of service, along with 10.5 paid holidays and paid sick leave.
- Student Loan Repayment of \$100 per month, up to \$1,200 yearly with a \$10,000 lifetime max
- Lifestyle Spending Account
- Financial Wellness opportunities
- Opportunity to work on meaningful projects that make a real difference in the world.
- Collaborative and supportive work environment
- Professional development opportunities