



## **CornerStone Partners Director of Investment Operations & Risk Management**

### Job Summary

CornerStone is seeking an experienced professional to lead our Investment Operations and Risk Management function and team, which acts as a crucial intermediary between the Investment Team and Client Operations & Accounting Team. As a key member of a collaborative, highly skilled OCIO organization, the Director will play a critical role in managing client portfolios and integrating data and systems across the organization. The Director will report directly to a member of the Management Committee.

This is a full-time position. Benefits include an annual bonus, generous benefits package, including group health insurance, short- and long-term disability insurance, life insurance, and employer retirement plan contribution. This position requires the candidate to spend a minimum of 2 days per week with team members in CornerStone's Charlottesville office with additional time in the office during the initial training period.

### Core Responsibilities

The Director of Investment Operations & Risk Management will have a wide range of responsibilities, including:

- Oversee Investment Operations & Risk Management Team
- Portfolio asset allocation modeling and analysis
- Portfolio risk reporting and monitoring
- Asset class and underlying investment analytics reporting
- Portfolio rebalancing and exposure management in coordination with Client Operations & Accounting and Investment teams
- Oversee portfolio trading processes, counterparty relationships, and passive strategies
- Oversee investment portfolio and asset class performance analytics
- Work with Investment, Client Operations & Accounting and Compliance teams on CornerStone commingled asset class funds management, administration, and compliance
- Oversee data infrastructure team and relationships with vendors to maintain systems and Investment Book of Record that provide highly accurate and timely data for the investment team's use in ongoing management of the portfolios
- Coordinate with Investment and Client Operations & Accounting teams on systems, data, transaction processing, and reporting
- Oversee document management
- Assist with operational due diligence of investment managers

### Required Skills/Abilities

- Advanced knowledge of investment products, financial markets, investment analytics and portfolio management across asset classes
- Proficiency with risk management systems and portfolio management/investment analytics platforms and conducting risk measurement, reporting, and management for multi-asset class institutional portfolios
- Strong quantitative and analytical skills with expertise in modeling and data analysis
- Experience with data management, automation, and system integration projects
- Strong project management skills and experience managing vendor relationships and outsourced functions
- Understanding of regulatory requirements and compliance frameworks
- Excellent written and verbal communication skills
- Exceptional interpersonal skills and demonstrated ability to work collaboratively across functional teams and service providers
- Experience leading a team and competing viewpoints and the ability to build consensus
- Attention to detail while maintaining focus on big picture strategic objectives
- Ability to work independently and adhere to strict deadlines
- Proficiency in Microsoft Excel, PowerPoint, and financial modeling software and data analysis tools. Programming experience (SQL, Python, R, etc.) preferred.
- Aptitude and willingness to learn new systems and technologies

### Experience & Education

- Minimum of 8 years of professional experience in multi-asset class investment operations and risk management at an institutional investment office or firm
- Minimum BA, BS or equivalent required; CFA, FRM, or other technical certifications, and/or advanced degree helpful

### CornerStone Partners

CornerStone Partners, based in Charlottesville, Virginia, serves as the outsourced investment manager (OCIO) for nonprofit organizations. Our clients rely on the returns generated by their investment portfolios to fund their missions in areas such as health, education, conservation, and improving communities. They hire CornerStone to manage their investment program, including full-scale back office operational and administrative support. The firm manages approximately \$25 billion (as of March 31, 2025) and has 34 employees. CornerStone is a dynamic, growth-oriented firm committed to developing a diverse and equitable workforce.

### To Apply

Please submit a resume and cover letter by visiting our Careers page at [www.cstonellc.com/careers](http://www.cstonellc.com/careers) and click "Apply for Open Positions." Applications will be reviewed as they are received, and we will be conducting interviews until the position is filled. CornerStone is not able to sponsor employees who would require a visa to work in the U.S.

Contact Susan Holtzman, HR Manager, with any questions about the position or to learn more about CornerStone Partners at [careers@cstonellc.com](mailto:careers@cstonellc.com).