



CornerStone Partners Private Investment Associate

Job Summary

This role will support and help shape CornerStone's private investment program by evaluating new opportunities, monitoring existing manager relationships, and developing insights that support long-term, risk-adjusted performance. This position will work closely with members of the Investment Team, particularly the Private Team.

The ideal candidate will contribute organizationally via training and developing junior team members, strengthening diligence and monitoring processes, serving as a key internal "quarterback" for private investment workstreams, and participating meaningfully in client activities as needed.

This is a full-time position with a starting base salary range of \$130,000 - \$150,000. 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 live in the Charlottesville area during the first year of employment; spending a minimum of 2 days per week with team members in CornerStone's office with additional time in the office during the initial training period.

CornerStone is seeking to hire two Private Investment Associates to support efforts in buyout and venture. Candidates may indicate their preferred focus (or remain generalist) in the application process.

Responsibilities

Support evaluation of new investment opportunities, including:

- Conduct investment diligence: build a diligence plan, conduct in-depth analysis, and coordinate team workflows.
- Support execution and structuring of investments in partnership with senior stakeholders.
- Develop clear investment views and produce recommendations for decision-making.

Monitor existing investment managers and create portfolio insights:

- Review reports, attend meetings, and provide periodic updates to investment underwriting.
- Maintain and enhance portfolio monitoring tools (including cash-flow models).
- Identify material changes at manager or fund level and recommend follow-up diligence as needed.

Drive effective team coordination and workflow management, including:

- Organize diligence workflows and documentation across the Investment Team and ensure accuracy.
- Provide timely follow-up on action items and information requests.
- Assist in refining tools, templates, and processes using AI-enabled solutions where possible.

Support client and industry activities:

- Prepare and quality-control client deliverables.
- Participate in client meetings as appropriate.
- Represent CornerStone at industry events to deepen relationships and expand the network.

Required Attributes

- Collaborative, team-first mindset with a willingness to contribute flexibly to support shared success.
- Intellectually curious and highly analytical, with the ability to form and defend a point of view.
- Proactive, detail-oriented, and accountable for delivering high-quality outcomes.
- Strong written, verbal, and interpersonal communication skills.
- Sound judgment, professionalism, and composure required to represent the firm effectively.
- Willingness and ability to travel domestically and internationally.

Education and Experience

- 3-6+ years of relevant investment, private markets, consulting, banking, allocator, or manager research experience
- Minimum BA or BS
- Experience in venture capital, buyout, private equity, or private investment diligence is a plus.

CornerStone

CornerStone serves as the outsourced investment manager (OCIO) for nonprofit organizations. Our clients rely on the returns generated by their investment portfolios to fund missions in health, education, and community development. The firm manages approximately \$29.3 billion (as of 12/31/2025) reflecting our clients' full investment programs. CornerStone is committed to maintaining a collaborative, growth-oriented, and mission-driven culture.

To Apply

Submit a resume and cover letter via our Careers page at www.cstonellc.com/careers. 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 at careers@cstonellc.com. Candidates are encouraged to indicate in their cover letter any specific area of interest (e.g., buyout, venture, or generalist).