PROGRESS INVESTMENT
MANAGEMENT COMPANY

Progress Investment Management Company ("Progress") is a San Francisco-based institutional asset management firm with $6.86 billion in assets under management as of June 30, 2018. The firm manages assets exclusively for public, union and corporate pension funds, health and welfare funds, foundations and endowments. Progress employs a manager-of-managers strategy executed through the use of emerging managers identified as unique, smaller, younger and often minority- and/or women-owned firms.

We are seeking an investment professional for the role of **Research Analyst** to join our Global Investment team who is responsible for executing the complete spectrum of investment manager sourcing, evaluation and oversight processes.

Specific Job Responsibilities:
• Create specific deliverables within investment due diligence, monitoring, and decision-making processes
• Provide research, modeling, and analytical support
• Create, maintain, and generate reports using the FactSet analytical platform
• Assist in the manager sourcing process
• Provide qualitative and quantitative support for quarterly and annual due diligence activity

Qualifications/Requirements:
• Bachelor's degree from an accredited college or university in Finance, Accounting, Economics, Math or other quantitative discipline or related major
• Master's degree in Finance or other quantitative discipline is desired
• Strong PC skills and ability to develop analytics and reports
• Minimum 2 years of work experience in investment management field
• Strong investigative and quantitative problem solving skills
• Demonstrated skill with databases and data sets in a variety of formats
• Familiarity with FactSet. Alternatively, the successful candidate will have the ability to utilize provided training to become proficient with the FactSet platform within 60 days
• A passion for investing, intellectual curiosity and ability to learn quickly
• Skill in evaluation of investment philosophies and processes
• Ability to work well in an open, collaborative environment
• Outstanding attention to detail
• Experience managing multiple projects while executing priority tasks
• Proven ability to take control and manage tasks independently to closure
• Must be comfortable working in a flat organizational environment

Competencies
• Learning agility: Absorbs new information quickly; has the capacity to explore and assess areas of ambiguity
• Business acumen: Quickly grasps key performance drivers; persuades with fact-based judgments
• Personal accountability: Sets high standards and delivers superior results
• Collaborative: Must work well independently and as part of a small team in a dynamic environment

Time Flexibility
Successful candidates may select from the following options from which to execute the responsibilities of the Research Analyst position:
• *Job Share* – The position will be staffed by onboarding two individuals working part-time to coordinate and meet the required deliverables.
• *Full- time / Part- time remote* - After a three month onboarding process and demonstrated ability to meet deadlines, the successful candidate may work from home two days per week.

Interested local candidates should send resumes to careers@progressinvestment.com.