

### Performance Analyst

The Performance Analyst role is a wonderful opportunity to learn about the world of investments in a stimulating and collaborative team environment. The PA plays a supporting role to consultants and investment analysts in servicing the firm's institutional clients (e.g. pension funds and endowments.) Over the course of their work, PAs learn a great deal about the investment consulting process, from portfolio asset allocation to investment manager selection and monitoring.

The Performance Analyst is responsible for collecting and synthesizing data to calculate client investment performance, risk statistics, and portfolio exposure over time. We are seeking proactive and detail-oriented individuals with intellectual curiosity, integrity, and strong communication and organization skills.

The Performance Analyst role is an entry-level position (0-2 years of experience.) We encourage employees to continue to grow their economic and investment knowledge by enrolling in the CFA, CIPM, or CAIA programs.

#### Job Requirements:

- Bachelor's Degree
- Ability to capture and coordinate data from disparate sources
- Familiarity with financial and statistical concepts
- Facility with spreadsheet programs and word processing software
- Demonstrated skill at analyzing, evaluating, and reviewing quantitative information
- Excellent attention to detail and organized work habits
- Ability to work independently using prudent judgment and to pro-actively seek out new projects

#### Responsibilities:

- Independently gather, prioritize, and verify financial data related to client accounts and investment managers and strategies
- Apply knowledge of economic indicators, investment markets, attribution and benchmarks to analysis of investment results
- Maintain and update regularly databases of investment information
- Calculate and verify client-related investment data and statistics
- Produce client-ready data for quarterly and monthly reviews, including reviewing data for accuracy and reasonableness
- Collaborate on the development of internal indices and analytical tools
- Work with Investment Analysts and Consultants with special projects as needed
- Fulfill any and all other duties deemed vital by management

#### About Meketa Investment Group

Meketa Investment Group is an employee-owned full service investment consulting and advisory firm. We work with some of the nation's largest and most sophisticated institutional investors including public and private plan sponsors. We have a staff of over 200 employees among our six U.S. office locations and London.



Meketa recognizes that our workforce is a reflection of our company, and we operate in an inclusive environment that accepts and promotes diversity. We believe our employees can best serve our clients in an atmosphere where individuals are treated fairly, where professional growth is developed and encouraged, and where a healthy balance between work and home life is respected and preserved. To support employees, Meketa offers a competitive compensation structure, a wide range of benefits from core insurance benefits to time-based benefits, as well as flexible schedules and support for continuing education.

Meketa is an Equal Employment Opportunity and Affirmative Action Employer.

If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us.