

Client Leadership – Our Vision

An independent investment consulting firm, Marquette Associates guides institutional investment programs with a focused client service approach and careful research grounded in real-world experience. We've served clients with a single mission for over 30 years – enable institutions to become more effective investment stewards.

Job responsibilities will include, but are not limited to:

- Provide oversight to both day-to-day and strategic OCIO operations
- Provide asset allocation and investment manager recommendations to OCIO portfolios
- Work closely with the research team and discretionary analyst to identify risks and opportunities in OCIO portfolios
- Serve as OCIO committee chair and coordinate agenda and supporting materials for weekly committee meetings
- Attend OCIO pitches with lead consultant on the opportunity
- Facilitate internal communication related to OCIO services; act as a resource for other staff related to OCIO services
- Participate in and speak at industry conferences (about four per year)
- Participate in the process of developing new OCIO consulting relationships
- Cultivate strong relationships with OCIO search firms
- Assist with developing the OCIO RFP process and responding to OCIO RFPs and finals presentations
- Be effective in a team-oriented environment

Qualifications:

Minimum 7 years of investment consulting or investment-related experience, bachelor's degree in finance or related field, and at least one or more of the following designations: CFA, CAIA or MBA. Required: experience presenting to clients and speaking at industry conferences.

Marquette Associates offers competitive benefits, including medical, dental and vision coverage; flexible spending plans for health care and dependent care; generous time off benefits; 401(k) plan with company match and more.

To apply, please forward your resume to hr@marquetteassociates.com with the subject line "Director of OCIO – Your Name".

We are an Equal Opportunity Employer.