

## POSITION DESCRIPTION

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<b>Title:</b>	<b>Portfolio Manager, Private Equity</b>
<b>Department:</b>	<b>Equity Investment</b>
<b>Immediate supervisor:</b>	<b>Head of Private Equity</b>

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### CORE ACCOUNTABILITY

The Portfolio Manager, Private Equity is responsible for sourcing, evaluating, recommending, and monitoring of external private equity fund mandates, including co-investments with external managers. The incumbent plays a key role in the ongoing development and management of the private equity portfolio by ensuring that the portfolio is properly diversified to meet Vestcor's risk and return objectives.

### MAJOR RESPONSIBILITIES

1. Help manage the pipeline of private equity investment opportunities.
2. Source, evaluate and recommend external private equity mandates and co-investments.
3. Participate in the portfolio management and monitoring of the private equity portfolio, including allocation analysis, investment pacing, performance analytics, and review of existing investments.
4. Implement various aspects of the investment process, including conducting analysis and due diligence on potential investments/managers; creating detailed financial models and analysis in Excel; managing the closing and portfolio reporting processes for completed investments.

### COMPETENCY PROFILE

1. A minimum of a bachelor's degree is required, with a strong academic record. A relevant professional designation is desirable (e.g., CFA or CPA).
2. Two (2) to five (5) years related investment experience, ideally with practical experience in private markets (Private Equity/Venture Capital, Real Estate, or Infrastructure) and in manager selection within an institutional investor context.
3. Sound judgment, detail-oriented, and proven ability to manage multiple initiatives/projects concurrently.
4. Comfortable working in a fast moving, unstructured environment.
5. Team player, excellent interpersonal, presentation and communication skills.
6. Willing and able to undertake domestic and international travel as required.