

Director of Operations

Champlain Investment Partners is an independent, employee-owned asset management firm headquartered in Burlington, Vermont. Our investment strategies are designed to focus on providing absolute returns while also managing risk. We strive to create wealth through the consistent execution of our investment processes; we are equally committed to delivering outstanding client service and pride ourselves on the many longstanding relationships we have been able to cultivate since opening our doors. Our partners bring a wealth of experience, averaging nearly 20 years in asset management, and as of June 30, 2018 the firm had approximately \$10.8 Billion in assets under management.

At Champlain, our mission statement is to "Deliver Exceptional Investment Results and Develop Enduring Client Relationships." In that quest, we believe our team is our greatest asset, and we are always interested in hearing from motivated individuals who have the talent, passion, and integrity to help us succeed in that mission. We ensure equal opportunity in the conduct of all our business activities without regard to an individual's age, color, disability, marital status, sexual orientation, national origin, race, religion, gender or veteran status.

Burlington, Vermont offers a superior quality of life with access to multiple outdoor recreational activities, from boating and ice hockey on Lake Champlain to hiking and skiing in the Green Mountains. Forbes Magazine has ranked Burlington's downtown as one of America's best, with unique shopping, cultural activities, and a burgeoning restaurant scene. In addition, our location in Burlington provides easy access to nearby Montreal, Canada, a major cosmopolitan and international city.

Position Summary:

The successful candidate will manage all aspects of the firm's investment operations including the transition to and ongoing oversight of an out-sourced middle office, as well as the supervision of internal operations personnel. The individual will also be responsible for oversight of the firm's performance analytics and composite maintenance, including the relationship with our GIPS verifier. This individual will also work closely with the COO and CFO to develop and support the firm's technology strategy and data infrastructure. The position requires client interaction, particularly with regard to new account implementation and operational due diligence.

Required Skills:

A college degree and a minimum of 7-10 years' experience in Investment Operations is required. The incumbent must have excellent written and oral communication skills, a mature and flexible demeanor with the ability to work independently and efficiently in a dynamic work environment. The ideal candidate will have knowledge of portfolio accounting and settlement systems, strong investment technology experience and experience managing a team or vendor. Relevant professional certifications, such as the Certificate in Investment Performance Measurement (CIPM) are strongly encouraged. It is expected that the incumbent will pursue continuing education to remain current on industry best practices.

How to Apply:

Interested candidates should send a resume and cover letter to jobs@cipvt.com. No phone calls please.