

UTM Capital Management

Executive Positions 2019-2020

Available Positions:	<ul style="list-style-type: none"> • <i>Portfolio Manager (6)</i> • <i>Events & Marketing Director (2)</i>
Job Term:	<i>April 2019 – April 2020</i>

UTM Capital Management is the first student-managed investment fund at the University of Toronto, Mississauga with \$15,000 assets under management. We are looking for highly committed and motivated individuals to help grow our portfolio as well as contribute towards other club initiatives and projects.

Portfolio Manager

Overview

The Portfolio Managers will be assigned to a specific industry sector based on their preference and will be overseeing a team of student analysts to conduct market research and make stock recommendations for the Desjardins Value Fund.

Duties and responsibilities

- Manage, lead and mentor an effective team of 4-6 members
- Act as the industry team's primary reference point for questions concerning club activities, investment policies and the on-going research
- Regularly attend executive meetings, bi-weekly club meetings and participate in other club events and initiatives
- Foster and develop a strong, positive team environment and high level of member engagement
- Pursue an active role in preparation of stock pitches, financial models and reports
- Gather and interpret market and economic research and co-ordinate integration through analysis
- Other duties as required

Qualifications

The ideal candidate will possess:

- Basic knowledge about financial concepts, investment operations and accounting
- Advanced MS Excel skills; familiarity with VBA/Macros, SQL, Bloomberg & FactSet is desirable
- Some knowledge of common valuation methods such as comparable company analysis and discounted cash flow
- Leadership and project-management skills
- Great interpersonal and communication skills
- Analytical and problem solving skills
- Ability to work under pressure while facing multiple short-term deadlines
- Positive, team-oriented attitude

Events & Marketing Director

Overview

The Events & Marketing Directors will be responsible for assisting in sourcing, planning, administrating and executing regular community engagement events throughout the school year.

Duties and responsibilities

- Prepare event sponsorship proposals, itineraries & budgets
- Update project plans and track progress including budget, timelines and deliverables
- Create promotional content and market club events using various direct marketing platforms
- Identify and pro-actively initiate contact with new business prospects for sponsorship opportunities
- Oversee event set-up, registration, on-site execution and tear down
- Act as primary liaison with event venues, caterers, sponsors and attendees; ensure ongoing correspondence such that relevant project information and deadlines are clearly communicated and adhered to as well as any event related questions are responded to in a timely manner
- Other duties as required

Qualifications

The ideal candidate will possess:

- Prior experience in event planning, coordinating and marketing
- Attention to detail and creativity skills
- Proficiency in Microsoft Word, PowerPoint and Excel
- Effective time management skills and ability to work under pressure while facing multiple short-term deadlines
- Positive, team-oriented attitude
- Exceptional organizational skills

To apply please follow this link: <https://goo.gl/forms/ZLsgIU8ar7ULGJnp2>