

Alternative Investment Operations

Ancora is seeking an organized and solutions-oriented critical thinker to support efficient and effective day-to-day operations of Ancora's alternative investment products. These include a multi-strategy collection of equity-focused private funds investing primarily in small and mid-cap public companies within a value-oriented investment philosophy.

This role will be an integral part of the team, working internally with our Ancora's alternatives group, ensuring timely and accurate task management in a fast-paced environment. Full and part-time applicants will be accepted.

Duties and Responsibilities:

At Ancora, we strive for excellence and we expect investor relations and internal interactions to be reflective of our high standards. A positive attitude coupled with previous alternative investment exposure, strong organizational and analytical skills are needed to be successful in this role.

- > Assist in the completion and organization of documentation including but not limited to subscription and redemption documents for all new, ongoing and outgoing investors in a timely and organized manner as well as on-going maintenance of investor information
- > Assist in seamless treasury management by drafting and processing letters of authorization and wire transfer requests
- > Assist in daily and monthly cash reconciliation and reconciliations of transactions and positions traded across all funds
- > Assist in maintaining reports provided by counterparties, utilize counterparty reporting to track fund metrics for both internal use and external marketing or investor communications
- > Coordination of proxy voting for securities owned by funds
- > Assist with organization and internal reporting of corporate actions including tender offers, dividends, spin-offs, re-organizations, etc.
- > Assist with processing of class action settlement claims
- > Special projects as needed

Qualifications:

- > Bachelor's degree or equivalent work experience
- > Previous exposure to investment operations including private funds, trading, equity and/or options preferred
- > Proficiency in Microsoft Office Suite including excellent Excel skills required
- > High degree of accountability, initiative and accuracy
- > Excellent organizational skills
- > Ability to think critically
- > Excellent verbal and written skills
- > Effective interpersonal skills
- > Ability to work cross-departmentally
- > Ability to multi-task and remain organized and focused in a fast-paced environment

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www.ancora.net

Ohio
Cleveland

Michigan
Detroit

Florida
Naples

- > Professional appearance and demeanor
- > Team oriented

Location:

This position is located at Ancora’s Cleveland, Ohio, office.

About Ancora:

Ancora is an established, successful, client-focused and growth-oriented independent investment and financial advisory firm based in Cleveland, Ohio. We offer a competitive salary, excellent benefit package and culture of teamwork and recognition.

Ancora is an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability, or any other basis protected by applicable law.

What Our Employees Say:

“I truly feel valued as an employee. I am part of a team in which everyone has each other’s back.”

“As an organization we try to be great, and I find that very motivating.”

“Our leadership is always visible and engaging with everyone who works here. They make everyone feel like part of the success of our team.”

