



Director of Operations, Investment Management – Austin, Texas

Richie Capital Group is an emerging, equity focused investment firm headquartered in Austin, Texas. Our **Culture** is built on a passion for investing and delivering superior results for clients. We seek candidates who have an entrepreneurial mindset, an ability to work effectively in a small company environment, and a willingness to roll up their sleeves to get the job done. Intellectual curiosity drives our actions. And, most importantly, our team members possess humility, a sense of humor, and uncompromising ethical standards.

Richie Capital Group is seeking an experienced **Operations Leader** to oversee the buildout and scaling of our operations to institutional quality. This role will oversee major functions outside of investments while supporting our Investment Team in implementing investment strategies in client accounts. This role is responsible for operational oversight of trade orders (shareholder cash flows) for investment strategies communicated to and from Portfolio Management. These responsibilities involve coordination with traders, investment team and intermediaries in support of RCG's investment strategies. In addition, the Operations Leader maintains oversight of key service providers. The ideal candidate should be a self-starter who is comfortable managing complex and rapidly evolving situations. To be successful in this role, candidate must have experience actively managing a team, coordinating tasks and activities by setting goals, providing resources, building relationships and ensuring excellent internal and external client delivery.

Role Description:

- Research, recommend, and drive multiple projects related to system/application upgrades and processes to optimize efficiencies and mitigate risk
- Engage with key stakeholders including Portfolio Management, Legal, Compliance, Finance, and external service providers to ensure timely settlements and maintenance of all investments across the firm. Some of these processes include settlement, cash movement, and trade reconciliation
- Maintain and negotiate third-party and service provider relationships including Prime Broker, EMS/OMS, Accountant, Legal Team, and Administrator
- Review and update operational procedures to reduce risk and improve efficiency
- Provide support for the conversion of new clients (middle office)
- Oversee and update fund documentation (including, but not limited to PPM, DDQ, Subscription Docs, Side Letters)
- Independently lead due diligence meetings with investors and consultants
- Oversee accounting and firm internal controls



- Review monthly Administrator NAV Packages and make updates to the portfolio accounting system if necessary
- Maintain knowledge in developing trends and technologies in the industry
- Perform other duties as required in an emerging manager environment

You have the following skills/knowledge:

- 5+ years of total experience within the financial services industry. Fund accounting experience working with investment firms/hedge funds is preferred
- Preferred: operations and compliance experience at an RIA or Hedge Fund
- Bachelor's Degree Required, BS/BA in accounting, finance, economics, or a related field
- Ability to design and develop reports for external client communications
- Proficient organizational and project management skills
- General knowledge of and familiarity with financial instruments (i.e. equities and options) within both domestic and global securities markets
- Strong accounting and analytical skills. Strong attention to detail and ability to multi-task
- Highly motivated, self-starter willing to take on multiple responsibilities at once
- Executive level interpersonal and communication skills. Ability to present and explain analytical findings into actionable and understandable concepts in a clear, concise format
- Intermediate to advanced knowledge in Microsoft Excel, particularly with data analysis
- Additional proficiency creating marketing materials with Microsoft PowerPoint and other design tools preferred

Compensation based on experience and includes Base + Bonus + Benefits.

Benefits include medical, dental, and vision.

Location: Austin, Texas. A preference given to candidates with ties to Texas and/or Austin.

Qualified candidates should submit resumes to Opportunities@richiecapital.com