**COO Description:**

The COO is a core member of the management team and will be responsible for assisting the CFO/CCO in all aspects of non-investment activities.  The COO will be investor facing and a key participant in investor / marketing and due diligence meetings.  The core responsibilities are the day-to-day management of the operations infrastructure and daily management of the portfolio with the Prime Brokers and Fund Administrator.  The COO will be able to make additional hires for Middle Office assistance in the future, however, that is not anticipated for at least the first year of operations and completely subject to AUM growth.

**Responsibilities:**

         Daily trade capture

         Reconciliations of trades; positions; cash movements - daily/weekly/monthly

         Responsible for maintaining a robust operational framework

         Assist in the annual financial statement audit

         Assist in the management of the Prime Broker and Fund Admin relationships.

         Update policies and procedures

         Ad hoc reporting

         Attend investor meetings

         Attending due diligence review sessions

         Assist in the implementation of technology strategy

         Factor update on securitized assets (mainly automated)

         Assist with regulatory reporting, inspections and requests

         Manage trade allocations between primary and any sub funds / co-investment vehicles

         Perform trade reviews; best execution reviews; counterparty reviews as required by the firm’s compliance program.

         Assist with managing non-investment operations

         Assist in daily pricing of the portfolio

         Prepare and reconcile daily P&L

         Recommend process improvements and control enhancements

The corporate title will be Senior Vice President or Managing Director.  The COO is expected to take a deep interest into the strategies of the firm, the expected returns, the overall management of the firm and the activities of each of the traders / PMs and the CIO.

All key partners have been chosen for the firm, meaning, the Prime Brokers; Administrator; Auditor; Tax Preparer; Systems; Network Providers; Pricing Services; other Market Data providers; Counsel; Cayman Counsel; Cayman Directors; etc.  The COO is not expected to amend existing relationships that have been created already.  While industry contacts are important, the infrastructure of the firm was established in mid-xxxx after a thorough due diligence process and also to keep continuity with prior relationships that have supported the team.

**Experience required:**

         10 to 15 years of relevant operations experience, preferably at an investment manager

         Must have a minimum of 5 years experience on the buy side

         Proficiency in securitized debt products

         Proficiency in corporate debt products (bonds, single name CDS, indices)

         Bachelors/Masters in related areas of study

         Experience managing prime broker / administrator relationships