



Hershey Trust Company Position Description

Position: VP, Investment Operations & Portfolio Analytics
Date: March 20, 2023
Reports To: Chief Executive Officer/Chief Investment Officer

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M.S. Hershey Foundation and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

General Position Summary:

The VP, Investment Operations & Portfolio Analytics leads the investment operations function for all investment portfolios managed by the Hershey Trust Company. At the outset, the VP will build the investment operations infrastructure and team and then will manage the day-to-day office operations and team. The VP develops and oversees the reporting of investment information to both internal and external stakeholders and acts as the primary liaison with the finance and accounting department. The VP is responsible for the overall strategic direction of Investment Operations & Portfolio Analytics and oversees all related projects. The VP owns the relationships with fund operations, administrators, custodial bank, technology providers, and other vendors. The VP serves as a member of the Hershey Trust Company Senior Officers’ Committee.

Principal Accountabilities:

Strategic Direction: Responsible for the overall strategic direction of Investment Operations. Develop and maintain a robust peer network for the purpose of accessing best practices. Owns responsibility for large-scale project management including implementation of new systems and/or vendor relationships.

Information Systems Management: Implement and maintain all information systems utilized by the investment program from an end-user standpoint. Ensure the integrity of data inputs into information systems and oversee the design of system output.

Portfolio Analytics Management: Analyze investment data and disseminate accurate investment information to clients, finance/accounting staff, auditors, governing committees, and other stakeholders. Oversee ad hoc data requests from the investment team. Oversee the maintenance of timely and accurate investment data for ease of analysis.



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Investment Operations Management: Design, implement, and continually improve the back-office infrastructure necessary to operate a successful investment program. Coordinate all operationally focused aspects of the investment program in an accurate and timely manner. Execute all approved investment transactions and facilitate fund transfers. Develop and maintain appropriate controls over the funds transfer process. Monitor cash balances across multiple portfolios, forecast future cash balances, and recommend transactions to ensure sufficient cash is available. Coordinate and execute any changes to the future overlay.

Reporting: Oversee the preparation of all investment reporting to clients, investment staff, finance/accounting staff, governing committees, and other stakeholders. Review and approve issuance of monthly reconciliations, performance reports for all portfolios, dashboards, etc. Coordinate with finance/accounting on the nuances of investment data and report that data in a way that conforms with GAAP requirements.

Project & Relationship Management: Coordinate investment operations projects and data analysis, including management of ad hoc requests. Coordinates complex investment operations projects such as private investments secondary sales, filing of Form 4 for 10b5-1 sales, income harvesting from K-1s, etc. Owns the relationships with fund operations, administrators, custodial bank, technology providers, and other vendors.

Documentation: Review and approve legal documentation for investment subscriptions, custodian account opening, closure, and consolidation, regulatory matters, know-your-customer and anti-money laundering inquires and all investment-related invoices.

Team Management: Supervise all job aspects of the Investment Operations & Portfolio Analytics team, mentoring and providing guidance for junior members of the team to progress in their careers.

Minimum Qualifications:

All employees are expected to demonstrate our Core Values of **Teamwork, Integrity, Respect, Impact** through their words and their actions. In addition, this role requires a broad base of business knowledge and subject matter expertise, typically acquired through a combination of education, certification, and prior work experience, as follows:

Education and Experience

- MBA or Master's degree in Finance, Accounting, or a related field
- 10+ years of directly related experience in investment operations

Certifications/Designations

- CFA and/or CPA desired



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Work Location

- This is a hybrid position with the expectation of being in the office in Hershey, PA two or more days per week.

Knowledge, Abilities, and Skills:

- Excellent judgement and analytical skills
- Recognize the importance of detail and accuracy in all work product, utilize all resources available to assure accuracy in final product
- Intellectually curious. Strong strategic thinking and problem-solving capabilities. Interest to learn, grow and identify new approaches
- Excellent interpersonal and communication skills
- Must be motivated by and value the important mission of Milton Hershey School, The M.S. Hershey Foundation and Hershey Cemetery, and contribute to the success of their missions
- Unquestioned personal and professional integrity, ethics and reputation with a high level of emotional intelligence, cultural sensitivity and flexibility as well as a strong commitment to excellence and service
- Effectively collaborate with diverse groups and establish strong working relationships
- Masterfully handle multiple priorities and deadlines, work independently, collaborate as a team including across departments, adapt to shifting priorities, and remain focused on long-dated projects
- Ability to set personal and project priorities and be highly organized in day-to-day and longer-term planning and execution, and track and maintain complex schedules effectively
- Proven ability to handle confidential information in a discreet and professional manner
- Proven commitment to mentoring and guiding junior team members to progress their careers

**IF INTERESTED, PLEASE SUBMIT RESUMES TO
CAREERS@HERSHEYTRUST.COM**

Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law