

Atlas

Operations Manager

- **Position:** Full Time
- **Start Date:** Immediately ● **Reports to:** Chief Executive Officer
- **Location:** New York City (preferred), but open to other locations for exceptional candidates. Could be remote for now.
- **Contact:** Reza Bundy; reza@atlascap.io

About Atlas Capital Team L.P.

Atlas is a fintech ecosystem developed to serve as a source of stability for the challenging times ahead. Atlas' mission is to mitigate the impacts of ensuing risks across as wide a segment of the community as possible by supporting the development of climate resilient communities across North America, while also insulating against inflation and the potential decline in the real value of the US dollar.

Atlas will pursue this mission by developing comprehensive financial solutions that are rooted in value preservation and sustainable real assets. Its first vehicle, Atlas America Fund, is a private fund focused on low volatility and long-term investing objectives. Our investment approach is top-down macro, bottom-up fundamental within an ESG framework.

Atlas believes ESG extends to the way the manager carries itself and therefore intends to deploy a substantial part of its net compensation to seed and grow its charity, Atlas Charitable Endeavors (ACE). The goal of ACE is to support food and water security and the holistic development of resilient communities.

What does the role entail?

- **Operations.** Responsible for supporting the day-to-day operation of the Atlas team, including contract management, vendor meetings, and more. Liaison for our outsource COO, CFO, and CCO team with the CSO.
- **Project management.** Lead cross-functional project management efforts internally and externally with all of Atlas' outsource partners and service providers to launch AA Fund and subsequent vehicles.
- **Trade documentation.** Oversee successful flow of trade confirmation process, collateral requests and associated operations through Atlas' OMS/EMS providers alongside Atlas' Chief Trading Officer
- **Financials.** Assist Atlas' administrator to prepare NAV for investor distribution and distribute invoices from vendors to our outsourced COO/CFO/CCO team (Constellation Advisers LLC)
- **New processes.** Establish new processes for managing internal workstreams; administer existing online project management software (Asana)
- **Investor due diligence.** Lead investor ODD sessions regarding the operational function at Atlas

- **Wearing many hats.** Support ad-hoc projects as needed including writing and originating briefs, memos, decks, etc. We are a small, agile team driven by our collective effort.

Who would be perfect for this role?

- You ideally have a minimum of 3-5 years of previous experience in operations at an investment management firm, investment bank, or a comparable entity.
- You have a bachelor's degree (*required*) from a top university and preferably a master's degree in business administration or a related field (*preferred, not required*).
- Familiarity with and interest in macro and equity markets.
- You have experience managing cross-functional teams and ability to prioritize multiple tasks.
- You should be able to think and act both strategically and tactically.
- You must have strong communication, organizational, analytical, quantitative skills.
- You have exceptional attention to details and processes and bring along strong proficiency in Microsoft Office/Excel, Google Sheets, Salesforce, etc.
- You are fluent in both written and oral English and are able to express yourself in a structured and clear manner.
- You have experience booking and managing trade confirmation workflow (*preferred*).
- Understanding of core accounting principles (*preferred*).
- Experience with Geneva software (*preferred*).
- Relevant qualifications such as a Chartered Financial Analyst (CFA) (*preferred*).
- You have a genuine curiosity about international relations and the future and the risks we face in the years ahead.
- You are committed to ESG in investing and making the world better.
- You have grit, independent thinking, and a ceaseless desire to learn.
- You are a self-starter, can thrive in start-up environments, and want to roll up your sleeves and build something.

