



**POSITION:** Portfolio Analytics Analyst  
**LOCATION:** San Francisco, CA

**About Ironwood:**

Ironwood Capital Management ("Ironwood") is a San Francisco-based alternative investment manager focused on constructing multi-manager hedge fund portfolios. Founded in 1996, Ironwood manages approximately \$8.5 billion in private and registered funds for a diverse client base. Ironwood is 100% employee owned, with offices in San Francisco and Chicago. Ironwood is focused on generating attractive, low volatility returns in a consistent and repeatable manner with limited dependence on and low correlation to broader debt and equity markets.

**Position Overview:**

Ironwood's Investment Team is seeking a Portfolio Analytics Analyst to maintain and enhance our internal systems focused on portfolio analytics, risk management, and portfolio construction. The Portfolio Analytics Analyst will work directly with the Investment Team across a wide range of initiatives that contribute to our investment and portfolio management decisions.

The Portfolio Analytics Analyst will gain exposure to a broad range of hedge fund strategies, including relative value, market neutral & hedged equity, event driven, and distressed & credit securities. An ideal candidate combines a passion for financial markets with strong analytical and technical skills, bringing a data-driven perspective to manager diligence and portfolio analysis.

**Primary Responsibilities:**

- Design, build, and maintain scalable data pipelines to integrate complex investment, risk, and market datasets into core analytical systems.
- Ensure data accuracy, integrity, and availability through ongoing validation, monitoring, and documentation of critical reporting and datasets.
- Develop and maintain advanced visualization tools to improve transparency across the portfolio.
- Automate and validate key portfolio analytics, including performance, attribution, and risk measures.
- Deliver timely responses for specialized data and reporting requests and conduct targeted analyses to support strategic initiatives across the Investment Team.
- Maintain clear documentation of data sources, transformations, and analytical methodologies to support transparency and reproducibility.
- Assist in the automation and production of recurring risk and performance dashboards.
- Monitor manager updates, market developments, and public filings to support ongoing manager oversight and research.

**Qualifications:**

- One to three years of professional experience in portfolio analytics, data science, or engineering. Prior experience in investment management is preferred but not required.
- Undergraduate degree with strong academic performance, ideally in Computer Science, Data Science, Engineering, or a related analytical field.
- Proficiency in Python and SQL, along with experience using data visualization tools (e.g., Looker, Tableau, or Power BI). Familiarity with VBA, JavaScript, and cloud platforms (e.g., Google BigQuery) is a plus.
- Excellent written and verbal communication skills, with the ability to translate complex analytical work into clear insights.
- Attention to detail, strong work ethic, and a team-oriented mindset are among the key attributes sought.
- Strong interest in financial markets and the hedge fund industry.

We are looking for a candidate who is intellectually curious, energetic, and willing to work as part of a close-knit team based in San Francisco.

*The anticipated base salary range for this role is \$100,000 to \$125,000. Base salary for the role will depend on several factors, including a candidate's qualifications, skills, competencies, and experience, and may fall outside of the range shown. In addition, this role is eligible for other discretionary compensation programs based on performance. Ironwood Capital Management offers a comprehensive benefit package including health coverage, vacation time, paid leave, retirement plan, and more.*