



**Bow River Capital  
Evergreen Fund Operations Analyst  
Job Description**

Bow River Capital is a private alternative asset management company based in Denver, Colorado with approximately \$1.5 billion in assets under management as of September 30, 2021. Founded in 2003, the firm was established with a vision of building a world class, diversified investment management platform committed to the lower middle market. Bow River has three private fund platforms: Private Equity, Real Estate, and Software Growth Equity. In January 2021, the firm launched a registered fund, the Bow River Capital Evergreen Fund, which provides access to institutional-quality private market investments to a broader set of investors in a shareholder-friendly structure.

Bow River Capital's Evergreen team is responsible for the development, strategy, portfolio management, operations and marketing/fundraising for the firm's registered investment solutions. The Bow River Capital Evergreen Fund has approximately \$180 million in assets under management as of December 1, 2021.

You can learn more about Bow River Capital [here](#) and Bow River Capital Evergreen Fund [here](#).

**Role**

Bow River Capital is seeking an Operations Analyst who will provide operations and investment support to the Evergreen Fund team. This role will collaborate with the Bow River team – as well as external service providers – to ensure that the Fund has best-in-class operations, investment and investor support.

The successful candidate will be detail-oriented and collaborative, working across internal and external teams. He or she will gain insights into private markets investing and will build upon his/her operations expertise.

**Responsibilities**

This role will support the Evergreen Fund team in all tasks related to the Fund's operations and serve as the primary point of contact for daily fund operations matters.

Primary responsibilities include:

- reconciliation of the Fund's valuations and financial statements,
- managing the operational and accounting workflows of the Fund's investments,
- tracking ongoing deliverables, including the monitoring and reporting requirements of the Fund's investments,
- managing the flow of information for investment updates and capital activity (capital calls, distributions, capital account statements, etc.); and,
- reconciliation of investor subscriptions/redemptions and tracking investor documents.



Additional responsibilities include:

- Performing investment support functions, including portfolio monitoring/updating, attribution analysis, risk management, performance reporting and fund characteristic tracking,
- Liaising with the Fund's transfer agent to ensure proper shareholder onboarding, client service and investor tracking,
- Attendance and reporting for both internal and external Investment meetings; and,
- Assisting with the development of presentation materials for webinars, investor meetings and updates

#### **Qualifications**

- Bachelor's degree or equivalent experience, plus a minimum of 2-3 years of fund operations experience at a fund administrator, investment fund or accounting firm
- Self-starter with strong attention to detail and problem-solving mindset
- Strong client service orientation, the ability to work under pressure in a deadline driven, team-based environment and the ability to produce accurate and timely information with minimal supervision
- Highly motivated individual with proven ability to take initiative, work independently and collaborate with others
- Demonstrated ability to manage and prioritize multiple projects simultaneously
- Strong computer skills, including Excel and Powerpoint
- Knowledge of Salesforce is preferred, but not required
- This role is based in Bow River Capital's Denver office.

#### **Salary Range: \$55,000 - \$75,000**

The estimate displayed represents the salary range for this role. Factors that may be used to determine actual salary may include years of experience and accounting and computer skills.

**Interested candidates: please forward a cover letter and resume to [careers@bowrivercapital.com](mailto:careers@bowrivercapital.com)**