

**Job Title:** Chief of Staff

**Location:** New York, NY or Greenwich, CT

**Job Details:** The Managing Partner of a multi-billion-dollar hedge fund is looking for someone to help manage aspects of his business and life. The ideal candidate has both investment experience (hedge funds, private equity, or investment banking) and some family office experience.

**Responsibilities:**

- Review his various fund investor letters and be on conference calls. Report to him what is essential in them and highlight important things such as potential additional capacity, portfolio changes, etc.
- Make sure all trust documents and letters which are due annually are done.
- Run cash flow models for the client, as well as model certain trust options such as CLAT's and other things which are based upon investment return assumptions, etc.
- Review potential new investments that the client identifies and, if you happen to identify specific funds or investments, to analyze them.
- Represent Client on boards as either a board member or board overseer.
- Help to ensure large contract issues with the Client's three homes. He has local house managers, but needs someone to be above all of them to ensure large projects remain on point.
- He once owned a minority interest in a pro sports team. He may wish to buy another one day. You would represent him in negotiations and letters of intent, etc.

*For more information, please email Ted directly at [ted@capitalallocators.com](mailto:ted@capitalallocators.com).*