

Job Description

Job Title: Chief Investment Officer

Date: January 1, 2015

Company: RISE, LLC

Location: 1408 Suite #2 Sweet Home Road,

Industries: Professional Development

Amherst, NY 14228

Reports To: CFO

Job Type: Full Time

Dept: Finance

General Description

The Chief Investment Officer is responsible for using excess earnings to further strengthen the financial position of the company. Extensive research is required when deciding the types of securities to invest in. The CIO is also limited by company maximum risk constraints.

Reporting Relationships

The CIO reports solely to the CFO to get permission to explain investment rationale and receive authorization to invest larger quantities.

Duties and Responsibilities

The CIO must develop a research team to analyze suitable securities to invest excess earnings. Due diligence must be conducted when selecting specific securities to add to the company's investment portfolio. The majority of the time spent will go towards researching suitable securities. Other time will be allocated towards the actual purchase of these securities, and monitoring the performance of all investments. Delegation of research and performance review to inferiors is also required.

Position Requirements

- Bachelor's degree in Finance; MBA preferred
- Thorough knowledge of investments
- Strong communications skills
- Ability to multi-task and work with teams
- CFA is a plus
- Strong Quantitative and Qualitative analytical skills