Senior Portfolio Manager (PM)

Overview

- **Department:** Investment Management
- **Reports to:** Chief Investment Officer
- **Lead PM Roles**: AGP (Alitis Growth Pool), ADGP (Alitis Dividend Growth Fund), ASIP (Alitis Strategic Income Pool); AIGP (equity & fixed income co-contributor)
- **Primary Domain**: Public Equities (individual securities, ETFs, mutual funds) and Fixed Income (government, investment grade, high yield, private credit, income-oriented alternatives); Alternative Investments (Private Equity, Private Credit, Liquid Alternatives); Asset Allocation support

Role Purpose

The Senior Portfolio Manager owns the construction, management, and stewardship of the firm's equity and fixed income pooled strategies. Working under the direction of the CIO and as a voting member of the Investment Committee, this role applies the firm's investment philosophy with discipline and consistency across both asset classes — from research and portfolio construction through trading and ongoing risk management.

Beyond direct portfolio management, the Senior Portfolio Manager oversees the Fixed Income Analyst and serves as an investment resource to the Private Client Portfolio Managers, supporting and training them on the firm's pooled strategies to ensure consistent, well-informed implementation across client relationships.

Core Accountabilities

- **Investment Committee Membership**
  Serve as a full voting member of the Investment Committee. Attend and actively contribute to weekly, monthly, and quarterly IC meetings; lead the preparation and delivery of equity and fixed income content; present positioning, outlook, and performance at monthly Advisor IC presentations; and contribute to cross-asset decision-making through equity, interest rate, credit, and liquidity perspectives.
- **Equity Portfolio Management**
  Own the design, construction, and ongoing management of the AGP and ADGP, and manage the equity contribution to the AIGP in coordination with the CIO. Set and maintain strategic and tactical equity positioning across sectors, geographies, and

styles, and maintain the firm's internal equity model, recommending enhancements as appropriate.

- **Fixed Income Portfolio Management**
  Own the design, implementation, monitoring, and evolution of the ASIP, and manage the fixed income contribution to the AIGP in coordination with the CIO. Set and maintain positioning across cash, government bonds, investment grade, high yield, private credit, and income-oriented alternatives, managing duration, term structure, and liquidity within mandate constraints.
- **Investment Research, Due Diligence & KYP**
  Lead research across the approved equity and fixed income coverage universe. Conduct initial and ongoing KYP reviews for all holdings; monitor issuer, credit, and structural developments; review MD&A, financial statements, and earnings releases on a quarterly basis; and conduct manager calls and fund reviews for externally managed positions. Identify and evaluate new investment opportunities and present recommendations to the IC.
- **Asset Allocation & Macro Analysis**
  Contribute to SAA and TAA framework development in collaboration with the CIO. Continuously assess macroeconomic conditions, central bank policy, yield-curve dynamics, and credit spreads, translating these views into actionable positioning. Frame tactical (3–12 month) and strategic (3–5 year) forward-looking risk/return expectations across equity, fixed income, and credit asset classes.
- **Trading & Execution**
  Manage trading and execution for the AGP, ADGP, ASIP, and the equity and fixed income components of the AIGP. Maintain trading models and rebalancing protocols, ensure execution quality, manage secondary-market execution for public fixed income, and administer settlement for private credit transactions.
- **Risk Management & Mandate Compliance**
  Maintain risk controls, concentration limits, and liquidity requirements across all mandates. Monitor portfolio performance, risk exposure, and asset allocation on an ongoing basis, ensuring portfolios remain within mandate and consistent with the firm's standards.
- **Team Leadership**
  Oversee and develop the Fixed Income Analyst, providing direction, review, and mentorship.

- **PM Team Support & Education**
  Serve as an investment resource to the Private Client Portfolio Managers, providing training and guidance on the firm's pooled strategies to support consistent understanding and implementation across client portfolios.
- **Compliance, Fiduciary Responsibility & Representation**
  Maintain adherence to regulatory, compliance, and fiduciary standards in all investment and trading activities, and represent the firm with professionalism and sound senior-level judgment.

Success Measures

- Risk-adjusted performance of the pooled strategies consistent with mandates and the firm's investment philosophy
- Effective, disciplined risk management across equity and fixed income mandates
- High-quality investment research and KYP contributing to sound IC decision-making
- Strong contribution as a voting IC member across weekly, monthly, and quarterly cycles
- Effective development of the Fixed Income Analyst and support of the Private Client PM team on pooled strategies
- Consistent adherence to regulatory, compliance, and fiduciary standards

Performance Metrics

Performance in this role will be evaluated using metrics aligned with investment outcomes, risk management, and contribution to the firm's investment capability.

Examples may include:

- Risk-adjusted performance relative to benchmarks and mandates
- Adherence to investment mandates, risk parameters, and liquidity requirements
- Quality and rigour of research, due diligence, and KYP
- Contribution to IC decision-making and cross-asset positioning
- Effectiveness of analyst development and PM team training on pooled strategies

Specific performance targets may be defined annually and may contribute to compensation or profit-sharing programs.

Education & Professional Requirements

- Portfolio Manager registration as an Advising Representative with applicable securities regulators
- CFA or CIM designation required
- Minimum 7–10 years of investment management experience, with demonstrated expertise across both equity and fixed income portfolio management
- Deep understanding of security selection, credit and duration management, portfolio construction, capital markets, and investment risk management
- Demonstrated ability to lead research, mentor investment professionals, and contribute at a governance/IC level
- Commitment to ongoing professional development and regulatory compliance