**Position Title: Private Equity Analyst**

**Agency:** New Mexico State Investment Council (NMSIC)  
**Location:** Santa Fe, NM  
**Employment Type:** Full-Time, Exempt  
**Salary Range:** $90,000 – $125,000, commensurate with experience

**To Apply:**

Email a cover letter and resume to NMSIC HR Manager Kevin Dominguez at **Jobs@sic.nm.gov**

**About Us**

The New Mexico State Investment Council (NMSIC) is the second-largest sovereign wealth fund organization in the country in terms of total assets under management, yet we operate with a relatively small and collaborative team of about 30 professionals. Our core mission is to generate the highest risk-adjusted returns for the state and our beneficiaries. NMSIC provides more than one-quarter of all funding for K–12 education and over half of all early childhood program funding in New Mexico. State economists project that by 2039, NMSIC will become the single largest source of revenue for the state. We are also committed to making strategic investments within New Mexico to achieve both strong financial returns and meaningful economic impact. Our team is passionate about uplifting the lives of New Mexico residents through thoughtful, long-term investment.

**Position Overview**

The New Mexico State Investment Council (NMSIC) is seeking a motivated, detail-oriented **Private Equity Analyst** to support the investment team in sourcing, evaluating, and managing private equity investments. This role is ideal for individuals early in their career and pursuing a **pre-MBA track** in private equity, institutional investing, or corporate finance.

Reporting to senior investment professionals, the analyst will assist with investment diligence, market research, portfolio monitoring, and preparing materials for investment committees. Strong analytical thinking, professionalism, and proactive communication are key to success, as the analyst will interact regularly with both internal teams and external partners.

**Primary Responsibilities**

• Demonstrate a solid understanding of financial models including leveraged buyout (LBO), discounted cash flow (DCF), and scenario analysis  
• Support the review and interpretation of financial models prepared by external fund managers or advisors  
• Conduct comprehensive industry and company research to support investment decisions  
• Assist with due diligence activities including data collection, document review, and coordination with external advisors  
• Prepare investment memoranda, presentations, and reports for internal and external stakeholders  
• Monitor portfolio company performance and support value creation initiatives  
• Maintain investment pipeline tracking and assist with deal execution support  
• Collaborate with legal, finance, and operations teams throughout the investment lifecycle  
• Perform market and competitive landscape analysis to identify potential investment opportunities  
• Support deal sourcing by evaluating preliminary investment opportunities and screening potential targets  
• Assist in preparing materials for investment committee meetings and investor reporting  
• Coordinate communication and documentation flow between portfolio companies and internal teams  
• Participate in post-investment activities such as portfolio company financial review and exit strategy analysis  
• Perform other duties and contribute to special projects as assigned

**Minimum Qualifications**

• Bachelor’s degree in Finance, Accounting, Economics, Business, or a related field  
• Strong interest in pursuing a career in private equity or institutional investing  
• Proficient in Microsoft Excel and other Microsoft Office applications  
• Excellent verbal and written communication skills  
• Ability to work independently while collaborating effectively across teams  
• Ability to handle confidential information with discretion  
• Strong attention to detail and organizational skills  
• **Interest in pursuing a CFA, CAIA, or CPA designation is highly preferred**

**Preferred Attributes**

• Experience (including internships) in private equity, investment banking, consulting, or financial services  
• Understanding of alternative investments and traditional asset classes  
• Familiarity with research or portfolio management systems (e.g., Salesforce, eFront)  
• Adaptability in a fast-paced, dynamic work environment  
• Professionalism, discretion, and commitment to high ethical standards  
• Alignment with the mission of the New Mexico State Investment Council

**What We Offer**

• A competitive salary along with a robust benefits package that supports your financial and personal well-being  
• Comprehensive benefits include paid holidays, generous paid time off (PTO), healthcare insurance options, access to an Employee Assistance Program (EAP), and participation in the **New Mexico Public Employees Retirement Association (PERA) plan**  
• Numerous opportunities for professional development and career advancement, enabling you to enhance your skills and grow within the organization  
• A unique opportunity to contribute meaningfully to the financial future of New Mexico, making a lasting difference in the community and the lives of its residents

**Equal Employment Opportunity**

The New Mexico State Investment Council is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace and encourage applications from all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.