

Job Description: Senior Analyst, Private Equity

Title:	Senior Analyst, Private Equity
Reports to:	Director, Private Equity Lead
Company:	University Pension Plan of Ontario (“UPP” or the “Plan”)
Location:	Toronto, Ontario, Canada
Website:	myupp.ca

OUR COMPANY BACKGROUND & CULTURE

UPP is the first pension plan of its kind in Ontario’s university sector, proudly serving over 46,000 members across six universities and nineteen sector organizations. Our purpose is to bring greater retirement peace of mind to the university sector by investing with integrity and serving members with care. As a sector-wide plan designed for growth, our doors are open to all Ontario universities.

UPP is recognized as one of Greater Toronto’s Top Employers for 2026. Together, we’re a team of progressive thinkers and agile doers operating within a fast-paced culture of collaboration and respect. We believe in bringing smart and capable people together to create, solve, and grow with a clear shared vision and values of integrity, inclusivity, ingenuity, and impact.

Our culture is intentionally welcoming and purposefully rooted in equity, diversity, inclusion, and reconciliation (EDI&R). We believe diverse teams, perspectives, and lived experiences contribute to better decisions and a better workplace.

As a pension plan, UPP approaches investing through a long-term lens to generate and safeguard value. Our commitment to investing responsibly accounts for material risks that impact our investment portfolio to generate sufficient risk-adjusted returns to meet the pension needs of our members.

Join us in building a bright future for our members, our organization, and each other.

THE ROLE

As part of a growing and dynamic investment team, the Senior Analyst, Private Equity will play a key role in all areas of the development of UPP’s Private Markets strategy and Private Equity portfolio. Reporting to the Director, Private Equity Lead, the Senior Analyst, Private Equity will be responsible in providing high-quality analytical support and expertise to the organization.

This is an exciting opportunity for a driven analyst with a keen eye for detail to join a team of high performing professionals and make a significant impact.

This role is based in downtown Toronto under a hybrid work policy, allowing employees the flexibility to work remotely and in-office (approximately two days per week in-office).

This posting is for an existing vacancy.

SPECIFIC ACCOUNTABILITIES

- Assist in the development of UPP’s Private Markets investment strategy on an on-going basis.

Job Description: Senior Analyst, Private Equity

- Provide analysis, research, and support to all parts of the Private Markets portfolio.
- Provide input on valuations, risks, and performance on ongoing private market investments that ensures UPP has up-to-date knowledge.
- Participate in meetings with external investors and partners and contribute to developing a long-term pipeline of potential investments with partners.
- Assist in assessing new investment opportunities and management of existing portfolio investments
- Support in due diligence on potential investments, including but not limited to financial modelling, financial accounting, transaction structuring, internal and external stakeholder management, legal compliance, ESG factors and regulations.
- Integrate environmental, social and governance (ESG) considerations into investment processes and stewardship practices.
- Remain abreast of private equity, private credit, infrastructure, and real estate market conditions to ensure UPP is positioned to capitalize on emerging opportunities.
- Contribute to UPP's reputation as a respectful employer, partner, and participant in the financial sector.
- Collaborate with other industry participants to promote a sustainable economy and society.
- Other duties as required.

QUALIFICATIONS & EXPERIENCE

- Bachelor university degree in Finance, Business Administration, or Economics or related discipline.
- Possessing or pursuing an MBA, CFA, CPA, CBV, CAIA or any other relevant professional designation would be an asset.
- Minimum of 2-3 years of professional experience in the private markets or related industry with interest in pursuing a career in private markets
- Well-developed Excel modelling capabilities considered an asset
- Able to work in a multi-faceted stakeholder environment and inspire confidence in a broad range of constituencies through a proactive, respectful, and accessible communication style.

ATTRIBUTES

- High degree of self-motivation and professionalism.
- Ability to prioritize and manage multiple projects in a time sensitive manner.
- Strong attention to detail, accuracy, and completeness
- Excellent relationship building and conflict resolution skills.
- Demonstrated leadership abilities.
- Excellent interpersonal and verbal communication skills.
- A collaborative approach to understand and respond to organizational needs and partner with various organizational and control functions.
- High degree of professional ethics and integrity.
- Strong commercial and strategic judgment.
- Alignment with UPP's desire to be a leader in Responsible Investing, ESG, and climate change.

EXPECTED COMPENSATION

The expected compensation for this role is a combination of base salary and variable incentive.

The annualized base salary in the range of **\$105,000 to \$130,000**. This range reflects the expected range for new hire base salaries and is subject to change and may be modified in the future.

You will also be eligible for a variable incentive depending on organizational, divisional and personal performance. The final total compensation offered will vary depending on your skills, experience and other factors.

LIFE AT UPP

Do work that matters. We are duty-bound to serve our members' interests, and it's a responsibility we don't take lightly. That's why we've ingrained sustainability in our work from day one—to ensure our members have a resilient future to retire into, both today and for generations to come.

Stronger together. Collaboration is how UPP was born, and it's how we work with each other and our partners day in, day out. No one at UPP is just a number (even if they are excellent at math) and every win is a shared win.

Grow every day. You'll have the opportunity to work on unique, once-in-a-career projects that maximize your skill set and probably teach you some new ones—at any stage in your career.

Prioritize wellness. At UPP, wellness takes many forms. Ultimately, it's about ensuring our people are cared for in the ways that matter to them. Check out some highlights of our inclusive employee-focused benefits program including:

- Defined benefit pension plan
- Flexible hybrid work model
- Work from abroad up to eight weeks/year
- Comprehensive group benefits including medical, dental, vision etc.
- Extended paramedical and mental health service coverage
- Health care and lifestyle spending accounts
- Fertility treatments, paid parental leave, and gender affirmation coverage
- Education Assistance program

UPP enthusiastically welcomes applications from all qualified applicants and especially invites people with lived experience as an Indigenous person, a person with a disability or as a member of another Human Rights Code protected group that faces barriers to employment to apply. Our goal is to create a barrier-free experience for every candidate throughout the recruitment process, so if you require accommodation at any point during the process, please let us know so that we can make the appropriate arrangements. It would be our honor to work with you to adapt our processes to ensure that you can meaningfully participate.

UPP respects your privacy. For information on how UPP handles the personal information you provide during the application process, please see our [Job Applicant Privacy Statement](#).