

**ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND**

**POLICY AND PROCEDURE**

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**POLICY NUMBER:** PP-2024-03

**SUBJECT:** MANAGER OF EXTERNAL AFFAIRS AND  
COMMUNICATION- JOB DESCRIPTION

**EFFECTIVE DATE:** DECEMBER 13, 2024

**AMENDED:**

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**A. INTRODUCTION**

1. The Manager of External Affairs and Communication reports directly to the Executive Director.
2. Under the direction of the Executive Director, the Manager of External Affairs and Communication designs and carries out internal and external communication, education sessions, and outreach plans for communicating and providing client services to Article 3 participating police pension funds, municipalities, labor organizations, other stakeholders and the public, managing special projects, and other duties, as assigned.

3. The Manager of External Affairs and Communications helps to position the fund as a trusted provider of investment services, enhance the public image of the fund, and gain support of the fund's strategic mission, core values, and strategic goals and objective with the Article 3 police pension funds, municipalities and stakeholders.
4. The Manager of External Affairs and Communication will uphold the highest standards of ethics and professionalism and will act in a manner consistent with the Illinois Police Officers' Pension Investment Fund's mission, vision, and strategic plan.

## **B. RESPONSIBILITIES AND DUTIES**

1. General responsibilities:
  - a. Provides responsive, high-quality service to Article 3 participating police pension funds, representatives of stakeholder groups, public officials, media and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient and timely manner.
  - b. Develops, organizes, and coordinates a comprehensive public information program to provide awareness and understanding of the Illinois Police Officers' Pension Investment Fund.
  - c. Plans, organizes, advertises, and coordinates special events for the Article 3 participating police pension funds, stakeholders and other interested parties including program content, guest speakers, enrollment, and location logistics.
  - d. Composes a variety of general and special information pamphlets concerning various phases of IPOPIF operations for distribution to the public, Article 3 participating police pension funds and stakeholders.
  - e. Special projects, as assigned.
2. Duties:
  - a. Develop and implement effective communication programs and projects to effectively increase awareness and understanding of the IPOPIF, including but not limited to the investment program, administrative, financial and actuarial operations, Article 3 police pension fund responsibilities, legislative monitoring, fiduciary responsibilities, and other IPOPIF fund responsibilities.

- b. Responds to questions from the public, Article 3 participating police pension funds and stakeholders by telephone, in person and in writing.
  - c. Build and maintain relationships with the Article 3 police pension funds, municipalities and stakeholders.
  - d. Create and implement outreach campaigns in support of IPOPIF.
  - e. Contacts and works with representatives of other agencies, both public and private, in disseminating information concerning IPOPIF services.
  - f. Conduct analysis to identify trends and recommend solutions.
  - g. Facilitate member inquiries and service requests to ensure efficient client service.
3. Knowledge of:
- a. Methods, techniques and styles of business and article writing organization, spelling, grammar, editing, punctuation, and word usage.
  - b. Communication concepts, practices, principles, and strategies.
  - c. A variety of word processing and desktop publishing equipment and software programs.
  - d. Information dissemination techniques and methods.
  - e. Defined benefit retirement plans and other types of pension plans.
  - f. Institutional investments with emphasis on the IPOPIF investment program and Article 3 police pension fund consolidated trust funds.
4. Ability to:
- a. Establish and maintain professional relationships with members of the Board of Trustees, IPOPIF management and professional staff, consultants, Article 3 participating police pension fund members, municipal officials, stakeholders, and the public.
  - b. Communicate in English clearly, concisely, and effectively both orally and in writing. Work products must be complete, comprehensive, and accurate when submitted.
  - c. Maintain a professional demeanor in volatile situations which require a high degree of sensitivity, tact, and diplomacy.

- d. Exercise appropriate judgement in answering questions and releasing information.
- e. Coordinate multiple activities with conflicting deadlines.
- f. Communicate effectively both orally and in writing.
- g. Understand and effectively communicate the governing laws and provisions of the Illinois Pension Code and related laws.
- h. Make effective decisions.
- i. Perform job functions independently and in an ethical and objective manner.
- j. Operate in an environment that includes elected officials, non-elected officials, government agencies, community interest groups, labor unions and organizations, and the public in the development and coordination of IPOPIF affairs.
- k. Out-of-areas travel may be required to attend professional conferences and meetings.

5. Qualifications:

- a. A bachelor's degree in business administration, communications, English, or a related field of study preferred. Associate degree or relevant previous experience permitted.
- b. Two years of providing information and communications to groups, organizations, stakeholders and public.
- c. Four years of experience at a technical level in a public service, professional services or public pension investment industry preferred.
- d. Highly detail-oriented and self-motivated.
- e. Strong organizational skills and a minimum of two years' supervising staff.
- f. Any combination of education, training and/or experience could provide the desired knowledge and abilities.

**C. POLICY REVIEW**

1. The Policy is subject to change in the exercise of the Board's judgement.
2. The Board of Trustees will review this policy at least every two (2) years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations.
3. In the event of legislative changes to the pertinent sections addressed in this policy, the Board will review the policy as appropriate.
4. This policy was adopted by the Board of Trustees on December 13, 2024.