

**ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND**

**POLICY AND PROCEDURE**

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**POLICY NUMBER:** PP-2023-04

**SUBJECT:** COMMUNICATION SPECIALIST

**EFFECTIVE DATE:** APRIL 14, 2023

**AMENDED:**

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**A. INTRODUCTION**

1. The Communication Specialist reports directly to the Executive Director.
2. Under the direction of the Executive Director, a Communication Specialist designs and carries out internal and external communication, social media campaigns, education and outreach plans for communicating with Article 3 participating police pension funds and stakeholders.
3. The Communication Specialist 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 OF THE COMMUNICATION SPECIALIST**

### 1. General responsibilities:

- a. Develops, organizes, and coordinates a comprehensive public information program to provide awareness and understanding of the Illinois Police Officers' Pension Investment Fund.
- b. 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.
- c. 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.
- d. Special projects, as assigned.

### 2. Duties:

- a. Develop and implement effective communication programs and projects in order to effectively increase awareness and understanding of the IPOPIF.
- b. Responds to questions from the public, Article 3 participating police pension funds and stakeholders by telephone, in person and in writing.
- c. Create and implement outreach campaigns in support of the IPOPIF.
- d. Contacts and works with representatives of other agencies, both public and private, in disseminating information concerning IPOPIF services.

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.
  
4. Ability to:
  - a. Establish and maintain professional relationships with members of the Board of Trustees, IPOPIF management and professional staff, and consultants.
  - b. Communicate in English clearly, concisely, and effectively both orally and in writing. Work products must be complete, comprehensive, and accurate when submitted.
  - c. Work under pressure.
  - 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. Establish and maintain effective and cooperative working relationships with staff, general public, stakeholders, and Article 3 participating police pension funds.
  - i. Make effective decisions.

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. Experience and knowledge in professional services or public pension investment industry preferred.
- d. Highly detail-oriented and self-motivated.
- e. Strong organizational skills
- f. Proficient in Microsoft Office Suite including Outlook, Word, Teams. and Excel.
- g. Any combination of education, training and/or experience that could likely 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 April 14, 2023.