



ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

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CAREER OPPORTUNITY

Job Title: Manager of External Affairs and Communication

Location: Peoria, Illinois

Date: February 10, 2025

About IPOPIF

The Illinois Police Officers' Pension Investment Fund ("IPOPIF") was created by the Illinois Legislature and signed into law by Illinois Governor JB Pritzker on December 18, 2019. The law, Public Act 101-0610, provided for the mandatory consolidation of the investment assets of the state's public safety pension funds into two investment funds – one of which is for police. The consolidation of the investment assets of the 357 involved downstate and suburban police pension plans into one statewide investment asset pool will create a single trust fund with an estimated \$13.0 billion in assets.

IPOPIF is seeking outstanding applicants for the position of Manager of External Affairs and Communication. 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.

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 Article 3 police pension funds, municipalities and stakeholders.

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 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.

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(309) 280-6464 www.ipopif.org



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Essential Job Duties:

- a. Develop and implement effective communication programs and projects to effectively increase awareness and understanding of the IPOPf, 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 IPOPf 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 IPOPf.
- e. Contacts and works with representatives of other agencies, both public and private, in disseminating information concerning IPOPf services.
- f. Conduct analysis to identify trends and recommend solutions.
- g. Facilitate member inquiries and service requests to ensure efficient client service.

Position 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.

Application Instructions: To apply for this opening, please submit your resume and cover letter to Megan Holford at mholford@lauterbachamen.com with the subject line IPOPf Manager of External Affairs and Communication position.

EOE M/F/D/V