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CAREER OPPORTUNITY

Job Title: Administrative Manager
Location: Peoria, IL
Date: September 3, 2021

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 fund with an estimated \$9.0 billion in assets.

Opportunity for Administrative Manager

IPOPIF is seeking to add an Administrative Manager. Under the direction of the Executive Director the Administrative Manager will oversee and provide comprehensive administrative support for the Executive Director, Chief Investment Officer, and the operations and investment teams. The IPOPIF is finalizing arrangements to establish an office in Peoria, IL, and this role will be based out of Peoria.

Essential job duties:

- Draft memos, letters, agendas, and reports on behalf of IPOPIF
- Manage social media accounts and related communications
- Represent IPOPIF in a professional and pleasant manner to stakeholders and the public
- Plan for, schedule and execute office meetings, conferences, and trainings
- Develop and maintain filing system both electronically and on paper, where required
- Prepare and organize materials for meetings and presentations
- Manage schedule for Executive Director and Chief Investment Officer
- Order supplies for office as needed and maintain supply budget
- Special projects as assigned

Position Qualifications:

- 5 years of experience in administrative services
- 2 years of experience supervising others
- A Bachelor's degree in Business Administration, Communications, English or a related field preferred. Associates degree or relevant previous experience permitted.
- Experience working in professional services or public pension industry
- Highly proficient in Microsoft Office Suite including Outlook, Word, Excel
- Experience writing professional communications
- Highly detail-oriented and self-motivated
- Strong organizational skills

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 IPOPIF Administrative Manager.

EOE**M/F/D/V**