

CAREER OPPORTUNITY

Job Title: Communication Specialist
Location: Peoria, IL
Date: April 2023

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 \$10.5 billion in assets.

IPOPIF is seeking outstanding applicants for the position of Communication Specialist. 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.

Essential job 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 IPOPIF.
- d. Contacts and works with representatives of other agencies, both public and private, in disseminating information concerning IPOPIF services.

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 the 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.

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 Communication Specialist position.

EOE

M/F/D/V