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**CAREER OPPORTUNITY**

**Job Title:** Investment Analyst/Officer  
**Location:** TBD  
**Date:** May 20, 2021

**About the 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 350+ involved downstate and suburban police pension plans into one statewide investment asset pool will create a single trust fund with an estimated \$8.3 billion in assets.

The IPOPIF is seeking outstanding applicants to add to the Investment Team. Under the direction of the Chief Investment Officer (CIO), the Investment Officer will provide expert analytical and technical support for the Investment Operations in the areas of investment management, investment reporting, performance measurement, and special projects and studies.

The location of this role is still under review. Candidates must have the ability, both from a technology and time management standpoint, to work remotely. Once an office location is established, there will be an expectation for this role to maintain some office presence. The frequency and schedule of that presence will be determined with the employee as the office progresses.

**Essential job duties:**

- Investment Management
  - Provide technical support to the CIO in developing and carrying out the Investment Policy, strategies, objectives, procedures, and processes for the Illinois Police Officers' Pension Investment Fund.
  - Maintain oversight of compliance of Board-approved strategies, portfolio guidelines, and investment policies.
  - Perform an ongoing review of investment policies, strategies and portfolio guidelines and make recommendations to CIO for any changes, as needed.

- Ensure portfolio rebalancing and portfolio transitions are conducted in accordance with the Board-approved Investment Policy Statement.
  - Recommend, analyze, and monitor chosen investment managers in regard to performance, risk, and return.
  - Provide written and verbal recommendations if termination or addition of investment managers is warranted.
  - Review, critique and assess the performance of portfolios, to determine risk attribution.
  - Collaborate and assist with pension investment consultants pertaining to the long-term investment strategy.
- Monitoring and Reporting
    - Regularly monitor a significant number of selected investment managers to assess performance, risk and return and evaluate any strategy modification. May recommend termination of an investment manager for reasons articulated clearly in oral and written analyses.
    - Review individual manager performance and multi-manager portfolios to assess return and risk attribution and prepare reports, as required.
    - Assist the CIO in preparing materials for Board of Trustee and Committee meetings, with assigned primary responsibility for one or more sections or segments.
    - Prepare and fluently present entire reports and memoranda before investment governance bodies.
    - Assist the CIO in monitoring compliance with Board-approved policies and all applicable laws and regulations.
    - Provide periodic reporting in accordance with Board policies to the participating police pension funds.
  - Team Management
    - Ability to manage and oversee the work of other professional staff members, as Investment Operations and Team are further developed.
    - Identify training needs of investment staff.
    - Make recommendations to CIO with regards to hiring and termination of employees as needed.
  - Administration
    - Serve as primary staff contact or liaison with several external service providers such as consultants and advisors and take the lead in monitoring such providers' reports, data interfaces, and information systems.
    - Work effectively with Legal Fiduciary Counsel to address legal issues with contracts as needed.
    - Communicate and respond to legislative and regulatory agencies as well as financial auditors to provide complete information requests.

**Qualifications:**

- Graduation from an accredited university or college with a bachelor's degree in economics, finance, accounting, business, or related field of study preferred, and
- MBA preferred but not required.
- CFA designation preferred but not required.
- Five to seven years of investment work experience, or three years of such experience with public funds, or a combination of education, training and/or experience that could likely provide the desired knowledge and abilities.
- Demonstrated investment management success.
  
- Knowledge of:
  - Investment concepts, terminology, styles, models, and strategies, including portfolio theory, asset allocation and performance measurement, and a solid understanding of capital markets.
  - Principles and practices of institutional investment management and specifically public pension fund management.
  - Modern portfolio theory and application to public pension funds.
  - Institutional real estate, private equity, hedge funds and other non-traditional investment areas, including advanced knowledge of and prior experience in the functional areas to be assigned to this position.
  - Analytical techniques and tools commonly utilized in the management of equity and fixed income portfolios in a pension fund environment.
  - Statistical concepts, methods and models, and their application to investments.
  
- Skills and abilities to:
  - Establish and maintain professional relationships with members of the Board of Trustees, IPOPIF management and professional staff, and consultants.
  - Interact with external service providers such as: actuarial and investment consultants, money managers and custodians.
  - Prioritize conflicting timelines and ensure that projects are completed as required.
  - Analyze data with a high level of detail.
  - Clearly, concisely, and effectively communicate both orally and in writing.
  - Perform job functions with a high degree of independence and in an ethical and objective manner.
  - Use computer software to compose spreadsheets, graphs, flowcharts, calculations, and time reports, etc.

**Application Instructions:**

To apply for this opening, please submit your resume and cover letter to Megan Holford at [mholford@lauterbachamen.com](mailto:mholford@lauterbachamen.com) with the subject line IPOPIF Investment Application.

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