



**Municipal Employees'
Annuity & Benefit
Fund of Chicago**

*A Pension Trust Fund of the
City of Chicago*

William Canning
President
Elected

Chasse Rehwinkel
Vice President
Ex-Officio

Melissa Conyears-Ervin
Treasurer
Ex-Officio

Robert P. Degnan
Recording Secretary
Elected

Keia Yates
Elected

Tiffany Junkins
Executive Director

321 N. Clark Street
Suite 700, Chicago, IL
60654-4767

(312) 236-4700

info@meabf.org

EMPLOYMENT OPPORTUNITY

Position Title: Investment Officer

Reports To: Executive Director

Characteristics of the Position:

Under the direction of the Retirement Board, the Investment Officer is responsible for overseeing the investment of approximately \$3.6 billion in a diversified group of asset classes, including public equities, fixed income, hedged equity, real estate, infrastructure, private debt, and private equity.

Essential Duties:

- Serve as primary liaison with the Retirement Board regarding all matters related to the investment portfolio.
- Manage the work of the Investment Analyst, including training and development.
- Ensure compliance with Retirement Board investment policies and procedures.
- Ensure required cash reserves are available to cover monthly benefits and expenditures.
- Oversee investment reports for Fund's annual report and semi-annual member correspondences.
- Lead contract analysis and negotiation with Board Counsel on Fund investment contracts.
- Oversee external vendor relationships including investment consultant(s), master custodian, and other service providers.
- Research, analyze, and report on current investment related topics to the Executive Director and Retirement Board.
- Oversee responses to investment FOIA requests, government agency requests, or member requests.
- Drafting and coordinating requests for proposals consistent with Retirement Board direction for new mandates.
- Coordinate multiple Retirement Board member educational sessions annually including additional customized sessions outside of regular Retirement Board meetings.
- Annual review of the Fund's Investment Policy Statement for possible recommendations or actions for improvement.
- Communicate with external security litigation law firms regarding potential fraudulent acts of publicly traded companies to which the Fund may have exposure.
- Rebalance portfolio assets in accordance with the Retirement Board's target allocations.
- Project cash flows and annual investment revenues and expenditures for budgeting purposes.
- Update Executive Director and Retirement Board regarding pending state or federal legislation that could impact the Fund's investment goals, guidelines or procedures.
- Identify opportunities to optimize the investment portfolio and reduce investment related fees and expenses.

Minimum Qualifications, Training and Experience

Graduation from an accredited college or university with a bachelor's degree in a business-related field and minimum of 7 years of progressively responsible experience in investment management. Prior public pension fund experience preferred. Additionally, an advanced degree including MBA, CFA and/or CAIA, etc. preferred.

Knowledge, Ability and Skills:

The successful candidate will have:

- Strong knowledge of financial and investment concepts including accounting principles.
- Ability to inspire and motivate employees to perform at their best. Delegates and assigns work based on skill and performance. Recognizes and rewards accomplishments.
- Willingness to assist and mentor staff members. Ability to adapt to changing environments. Makes a positive contribution to morale.
- Strong analytical and critical thinking skills to identify issues and present practical solutions.
- Ability to make proper use of oral and written language to communicate effectively. Ability to relate to different personalities and/or communication styles.
- Attention to detail and highly organized, ability to work independently to meet deadlines.
- Computer knowledge mostly in Microsoft Excel, PowerPoint, and Word.
- Demonstrated values of integrity, trust, honesty, and utmost professionalism.
- Strong work ethic and be highly motivated.

Environment:

This job operates in a professional in person office environment.

Minimum Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Must be able to remain in a stationary position for extended periods of time.
- Must be able to operate a computer extensively for five (5) or more hours per day.

Comprehensive Benefits:

The MEABF has a generous benefits package including MEABF pension and disability benefits, medical, dental, vision and an optional 457 deferred compensation plan.

MEABF is an Equal Opportunity Employer. MEABF does not discriminate due to race, color, creed, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability, unemployment status, or any other legally protected basis. Qualified candidates of diverse backgrounds are encouraged to apply for any vacant positions.

Salary Range: \$125,000 - \$135,000

Interested candidates should submit a cover letter a resume to resume@meabf.org, subject line **INVESTMENT OFFICER**.