



## INVESTMENT OFFICER

**Closing Date: Posted Until Filled**

### Employees' Retirement Fund City of Dallas Job Description

The Investment Officer at ERF Dallas performs advanced financial analysis work within the Investment Division at ERF and is responsible for developing and managing relationships with external investment managers, presenting relevant information regarding investments to the Deputy Chief Investment Officer (CIO) and Executive Director (ED), and monitoring the investment performance of ERF managers.

This position reports to the Deputy CIO and works under minimal supervision with extensive latitude for initiative.

### Responsibilities

- Performs assessments of portfolio suitability, asset allocation, and investment performance of current and proposed investment managers.
- Provides required investments related reporting and communication to the Deputy CIO and executive management.
- Manages the issuance of Requests for Proposals (RFP) and the RFP issuance process at ERF, from RFP creation, issuance, review and manager due diligence, to final presentations to the Board, and finally investment manager on-boarding into the ERF portfolio.
- Performs due diligence research and analysis for potential investment opportunities and/or external strategies across all strategies/ asset classes.
- Creates, maintains and monitors analysis and financial models as they relate to managing investments in asset classes such as: private equity; real estate; and other alternatives.
- Helps create performance objectives for investment managers; assists with custody and internal investment manager compliance; assist with quarterly cash management and asset class rebalancing.
- Communicates analysis of investment opportunities, results, and recommendations with the internal ERF investment team via verbal and written reports and communications.

- Special projects as needed – manager/ investment analysis; risk assessment; holdings analysis.

### **Qualifications**

Bachelor's degree from an accredited four-year college or university with major coursework in business administration, finance, accounting, operations research, math, information technology, liberal arts, or a related area. A minimum of ten years of full-time professional investment management experience.

#### Preferred Qualifications

- Master of Business Administration (MBA) or Master's degree related to finance
- Experience managing multi-asset classes related to an investment portfolio
- Certification as a Chartered Financial Analyst (CFA) or working towards CFA

### **General Work Expectations**

Must be able to regularly, reliably, and punctually attend work; work extended hours as necessary; travel seasonally and at times routinely for work assignments, conferences, and trainings; show flexibility and adaptability toward changes in assignments and work schedules; adhere to Fund internal management policies and procedures; and exhibit work behaviors consistent with ERF core values.

### **APPLICATION PROCESS**

Applicants interested in filling the position should submit a cover letter and resume outlining relative education and experience to [detheridge@dallaserf.org](mailto:detheridge@dallaserf.org) no later than February 4, 2018 at 12:00 pm. Please, no phone calls.