

Portfolio Officer

EMPLOYER: Firefighters' Pension Investment Fund (FPIF)

REPORTS TO: Executive Director

SUMMARY:

The Portfolio Officer ("PO") is responsible for advising the ED and the Board regarding all aspects of the portfolio and execution of all policies related to the portfolio.

DUTIES AND RESPONSIBILITIES

The PO is responsible for assisting the ED in the management of the portfolio, as well as for maintaining subject matter expertise of all asset classes, markets, and the global economy. The PO will have the following specific responsibilities, which shall include, but not be limited to:

1. Analyze structure of the portfolio to ensure it meets Board objectives. In conjunction with the ED, make recommendations about changes to the policy guidelines, including relevant benchmarks, for those portfolios.
2. Act as primary liaison for all investment advisors. Maintain frequent contact with advisors, managers, consultants and partnerships. Evaluate performance and style consistency of all advisor relationships. Based on Board direction, work closely with the ED and relevant staff on developing investment guidelines for each advisor and monitor to ensure that investments are made in accordance with those guidelines.
3. In conjunction with the ED, plan and implement risk-related policies, procedures and systems to measure, monitor and manage investment risks across the entire investment program. Identify and analyze areas of potential risk to the assets, earning capacity or success of the Board. Document and ensure communication of key risks.
4. Responsible for performing due diligence and recommending diverse investment managers in order to meet the Board's goals outlined in the Investment Policy. In addition, responsible for generating new ideas and initiatives as they relate to diversity, consistent with the Board's Policies.

Other duties as required or assigned.

Requirements

- Bachelor's degree required. MBA, Master's or progress toward CFA preferred.
- Professional experience in the financial services industry required
- Applied experience with institutional investments preferred.
- Experience with public sector investment portfolios preferred
- Strong written and oral communication skills required
- Proficient in Microsoft Office 365 required

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested parties should submit a letter of recommendation and resume to information@ifpif.org no later than June 14, 2020.