

**Director of Investments/Chief Investment Officer**  
**JOB DESCRIPTION**

**JOB SUMMARY:** Under direction of the State Treasurer and Deputy Treasurer, works closely with the Vermont Pension Investment Committee (VPIC) and its chairperson and external investment advisors and managers in the development and execution of investment strategies and monitors compliance and risk associated with those activities; provides oversight and management of investment programs for several large funds.

**PRIMARY JOB TASKS AND RESPONSIBILITIES**

May include any and/or all of the following:

1. Pension Investments (60%): Working with the Treasurer, Deputy Treasurer, VPIC Chair and an outside pension consultant, assist the VPIC in the formulation, evaluation and implementation of investment policies, guidelines, asset allocation, selection of external investment managers, risk management, compliance monitoring and rebalancing. Responsibilities include the advanced planning and management of investment risk at strategic, manager and operational levels.
2. Other Investments (20%): Perform various investment activities, including recommendation and selection of investment managers, portfolio review, risk management, compliance monitoring, rebalancing, and evaluation of mutual fund products for a number of non defined benefit investment funds
3. Supervise two investment staff (20%) providing support in cash flow operations, portfolio rebalancing, administration, contracts development, monitoring and compliance for investment activities, both pensions and other investments.

**SPECIFIC DUTIES INCLUDE:**

Pension Investments:

The VPIC is charged with oversight of the investments of a pooled pension fund for three retirement defined benefit systems plans ) The primary objective of the VPIC is the maximization of investment returns within acceptable levels of risk through a broadly diversified investment portfolio. The Treasurer is a member of VPIC. The Director of Investments will provide staff support to the Treasurer and the VPIC.

Including, but not limited to:

- Long-Term Investment Strategy
  - Work with and provide technical assistance to the VPIC chair, Treasurer, independent pension consultant and VPIC on long-term investment policy, strategic objectives, strategy and guidelines and manager selection.
  - Makes recommendations concerning the appropriate use of investment consultants and other outside resources.
  - Work with pension investment consultant and actuaries to coordinate completion of asset liability and related actuarial studies and integrate results into the long-term investment strategy.

- Oversee the process and make recommendations to VPIC for the selection of an independent pension investment consultant(s).
  - Working with the pension investment consultant, assist the VPIC in formulation, evaluation and implementation of asset allocation strategies and investment policies.
  - Working with the pension investment consultant, oversee the selection process of investment managers, custodians, and other experts and make recommendations to the VPIC.
  - Negotiate contracts with selected managers, working with the Office of the Attorney General
  - Makes recommendations with respect to the evaluation and/or termination of investment consultants, custodians, and managers as required.
  - Develop the methodologies for identifying, measuring and mitigating risk exposures related to VPIC's overall investment process and manager specific activities.
- VPIC Reports:
    - Develop and prepare investment reporting protocols, working with the pension investment consultant and the custodian.
    - Monitor, assess and report on performance measurement, in compliance with accepted industry standards, and attribution analysis of pension investments.
    - Prepare reports and presentations on the performance and risk exposures of the fund to Treasury management staff and the VPIC.
- Pension Operations and Monitoring:
    - Complete periodic rebalancing activities within the parameters of the asset allocation targets and policy guidelines and communicate with external managers and the custodian bank as needed.
    - Perform cash flow planning for the funds and investments across a multi-year time frame to assist in strategic decision-making.
    - Review portfolios and monitor compliance of managers with assigned asset classes investment policies, manager specific portfolio guidelines and operating procedures.
    - Oversee staff and develop systems to track all investment expenses, including management fees, investment advisory fees, custodian fees and professional fees, as well as a portion of staff salaries and other administrative expenses allocated to the investment function.
    - Prepare schedules and investment related narratives for disclosures included in GAAP financial reports. Work with financial auditors, legislative and regulatory agencies to fulfill information requests.

Other Investments: In addition to the defined benefit pension plans, assist the Retirement Boards of Trustees in oversight of investments for two defined contribution plans, a statewide 403(b) plan, a retirement health premium reimbursement account (HPRA) and a single depository investment account (SDIA), and a deferred compensation plan. All of these are operated through a third-party administrator. Also, the Treasurer is the sole trustee for a portfolio investing restricted funds with non-expendable principal balances. The Director will provide investment oversight and management of outside vendors for these funds, including:

- Review and make recommendations to the appropriate oversight authority (Retirement Boards, Treasurer) with respect to asset allocation, manager selection, risk management.

- Negotiate third party administrator contracts to achieve the highest benefit to participants, consistent with risk, and to provide full transparency of fees.

#### **GENERAL:**

- Works as part of a senior management team in a collaborative manner.
- Supervise two professional staff person in the areas of investment administration, contract development, compliance and monitoring.
- Coach and guide staff to help them gain new skills, improve performance, and enhance the quality of their careers.
- Lead and motivate staff to advance employee engagement to develop a high performing, collaborative team.
- Work with Treasury financial reporting and accounting staff on various activities supporting the completion of the State's financial reports; prepare schedules and narratives of investment risk.
- Communicate and collaborate with other departments including the Department of Finance and Management, The Office of the Attorney General and the Auditor of Accounts and Legislative committees as requested.
- Advise the Treasurer, Deputy Treasurer and various board and committees, including the VPIC, on new and emerging economic and financial issues.

#### **SKILLS:**

- Considerable knowledge of investment concepts, terminology, styles, models, and strategies, including portfolio theory, asset liability studies, asset allocation and performance measurement, and a solid understanding of capital markets.
- Ability to analyze and evaluate risk and performance of investment managers across equity, fixed income, hedge fund, private equity and real asset strategies
- Extensive knowledge of statistical concepts, methods, and models, and their application to investments.
- Knowledge of actuarial concepts and how they apply to pension funding and asset allocation decisions.
- Skill in planning, organizing and prioritizing work assignments to manage a high-volume workload in a fast-paced and changing environment, and in completing detailed work with a high degree of accuracy.
- Skill in verbal and/or written communication of complex information that is accurate, timely and based on sound judgment, and in making presentations to groups with varied levels of finance and investment knowledge.
- Ability to establish and maintain harmonious working relationships with co-workers, state agency staff and external contacts, and to work effectively in a professional team environment.
- Must have excellent analytical and computer skills.
- Must be able to be hands-on in light of limited staffing.

#### **QUALIFICATIONS FOR THIS POSITION INCLUDE:**

The ideal candidate will have the following credentials:

- Bachelor's degree in business administration, accounting, economics, finance, or a closely related field. A Master of Business Administration or similar graduate degree is desirable.
- The equivalent of seven years increasingly responsible experience in the financial service industry with direct experience in institutional portfolio management and overseeing investments risk management and/or compliance functions for a public entity or private institution, pension fund, or endowment. Direct experience with portfolio level asset allocation, manager performance evaluation, risk management, and managing custodial relationships and experience working with investment consultants and advisors.
- Attainment of the Chartered Financial Analyst (CFA) designation is desirable.
- Public sector pension system experience is desirable.
- Solid understanding of financial markets and economic indicators.
- Proficiency using Bloomberg™ terminal for economic and financial indicators, securities pricing and other research and analytical functions.