



Senior Investment Associate

Overview:

The State of Connecticut Office of the State Treasurer is accepting applications for the position of Senior Investment Associate – Private Markets with a primary focus on infrastructure, natural resources and real estate investments.

Under the leadership of Connecticut's State Treasurer, Erick Russell, the Office of the Treasurer is dedicated to safeguarding the State's financial resources and taxpayers' dollars while maximizing returns, minimizing risks, and operating at the highest professional and ethical standards. Through investments and disbursements, the Office of the Treasurer continues to enhance the State's fiscal stability, financial literacy, college savings, and its approach to leveraging business partnerships and corporate governance policies to address social issues that impact shareholder value.

The Pension Funds Management Division (PFM) assists the State Treasurer, as principal fiduciary, in executing the investment programs of the Connecticut Retirement Plans and Trust Funds (CRPTF), which consists of six State Pension Funds and twelve State Trust Funds. We are recruiting a Senior Investment Associate to assist the PFM in managing the investment and operational objectives of the infrastructure/natural resources and real estate asset classes.

This is a full-time (40 hours per week, Monday - Friday), unclassified position and is appointed in accordance with Section 3-13a of the Connecticut General Statutes. The Senior Investment Associate – Private Markets will work at our location in Hartford, CT.

THE ROLE:

Under the direction of the Principal Investment Officer – Real Estate/Infrastructure and Natural Resources and their team, the Senior Investment Associate assists in the management of private market investments in adherence with all aspects of the Investment Policy Statement. Private market classes include, but are not limited to real estate, private equity, private credit, infrastructure and alternative strategies. While the Senior Investment Associate – Private Markets will have exposure to all private asset classes, it is expected that the position will be primarily focused on the CRPTF's infrastructure/natural resources and real estate investment activities.

ABOUT THE PENSION FUNDS MANAGEMENT DIVISION

The Pension Funds Management Division executes the investment programs of the Connecticut Retirement Plans and Trust Funds, which consists of six State Pension Funds and twelve State Trust Funds. As the principal fiduciary of the CRPTF, State Treasurer Erick Russell is responsible for managing the invested assets for over 200,000 state and municipal employees, teachers, retirees, and survivorships



who are pension plan participants and beneficiaries as well as for trust funds that support academic programs, grants, and initiatives throughout the State.

NATURE OF WORK

With direction from the Principal Investment Officer – Real Estate/Infrastructure and Natural Resources and their team, this position will assist with the administration and operations of the Private Markets asset classes of the CRPTF, primarily, real estate, infrastructure and natural resources.

EXAMPLES OF DUTIES

- Supports the oversight and management of investments in the CRPTF's Real Estate, Infrastructure and Natural Resources portfolio.
- Screens, selects, and monitors external investment managers and investment vehicles.
- Supports investment officers and leadership with diligence on potential investments.
- Conducts analysis of investment partners, vehicles, and capital call and distribution processing.
- Performs investment-related tasks necessary for the administration and operations within the Pension Funds Management Division.
- Supports investment officers and leadership with oversight of investment fund managers, consultants, and custodians.
- Supports the preparation of internal memorandums.
- Assists with contracting for investment and service contracts.
- Conducts periodic reviews of ongoing investment programs.
- Reports and reconciles various operations and accounting data.
- Creates, monitors, analyzes, and interprets reports.
- Assists in the decision-making process on priorities of investment options.
- Supports investment officers and leadership in managing risk exposure.
- Analyzes and develops asset allocation plans.
- Monitors asset performance and conducts modeling and attribution analysis.
- Performs related duties as required.

Knowledge, Skills, and Abilities

Strong candidates for the Senior Investment Associate position will possess the following:

- Demonstrable knowledge of:
 - Investment practices and procedures.
 - Investment terminology.
 - Valuation of investments.
 - Real Estate, Infrastructure and/or Natural Resources and/or private markets investment strategies and structure, including performance and risk analysis, cash flows, and fees.



- Demonstrable interpersonal and communication skills, including the ability to interact with colleagues, investment managers, and other internal and external constituents.
- Demonstrable experience with Excel and other Microsoft Office programs including developing and maintaining investment databases, spreadsheets, and presentation materials.
- Analytical skills, including the preparation of financial and analytical reports.
- The ability to work independently and appropriately prioritize multiple tasks.
- Strong attention to detail, including the ability to plan and maintain appropriate controls and records of investment transactions.
- Understanding of legal documentation/contracts/amendments related to investments.

MINIMUM QUALIFICATIONS

- Six (6) years of experience working in an investment management, pension, endowment or equivalent environment performing related functions.
- College training in a major/minor closely related to the finance, accounting, real estate, infrastructure, natural resources, economics or other related field of study, may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Appointment

This position is filled by appointment and serves at the pleasure of the Connecticut State Treasurer in accordance with Sections 3-13 and 3-13a of the Connecticut General Statutes.

Note

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

To Apply

- Interested and qualified candidates are invited to submit a resume and cover letter to Yvonne Welsh (Yvonne.Welsh@ct.gov) with a subject line referencing "Senior Investment Associate Real Assets."
- Applicants invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. At the discretion of the Office of the State Treasurer, these documents may include writing samples, professional references, college transcripts, verification of certification or licensure, etc.

NOTE: Selection for employment is contingent upon the satisfactory completion of reference checks.



This position is an appointed position that serves at the pleasure of the Treasurer. This position is in the unclassified service and is not covered by the terms of a collective bargaining agreement.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.