

# THE OFFICE OF THE CONNECTICUT STATE TREASURER

## Job Opportunity



### Investment Officer - Recruitment #190312-1224MP-001

---

<b>Location</b>	<b>Hartford, CT</b>
<b>Date</b>	<b>3/15/2019</b>
<b>Opened</b>	<b>10:00 am</b>
<b>Salary</b>	<b>\$101,558 - \$138,477/year</b>
<b>Job Type</b>	<b>Open to the Public</b>
<b>Close Date</b>	<b>4/1/2019 at 12:59 pm</b>

## INTRODUCTION

The **State of Connecticut** Office of the State Treasurer is accepting applications for the position of Investment Officer – Private Markets to work at our location in Hartford, CT (currently at 55 Elm Street.) 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 **Office of the State Treasurer** exists to provide and ensure effective financial management of public resources, high standards of professionalism and integrity, and expanding opportunity for State of Connecticut residents and businesses. The Pension Funds Management Division assists the State Treasurer, as principal fiduciary, in the administration of the \$34 billion Connecticut Retirement Plans and Trust Funds (CRPTF). The CRPTF consists of six State Pension Funds and nine State Trust Funds. The funds are invested in a diversity of asset classes and exist to sustain 219,000 teachers, state and municipal employees. The Investment Officer – Private Markets will assist in overseeing the CRPTF Private Market investments including the Real Estate Fund (REF), the Private Investment Fund (PIF) and the Alternative Investment Fund (AIF) that collectively have a target asset allocation of \$7.8 billion.

All applicants must include a resume within the "Resume Tab" of their application with their submission. Please Note: You will be unable to make revisions once you submit your application for this posting to the JobAps system.

Should you have questions pertaining to any phase of this recruitment, please contact Alex Marcellino, Chief of Operations at [alex.marcellino@ct.gov](mailto:alex.marcellino@ct.gov) or (860) 702-3005

## SELECTION PLAN

Applicants invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, supervisory references, college transcripts, licensure, etc., at the discretion of the hiring agency.

# THE OFFICE OF THE CONNECTICUT STATE TREASURER

## Job Opportunity



### Investment Officer - Recruitment #190312-1224MP-001

---

#### **PURPOSE OF JOB CLASS (NATURE OF WORK)**

In the Investment Division of the Office of the State Treasurer, this class is accountable for managing one or more investment programs or trust funds (e.g., real estate, short term, equities, international trade, etc.).

#### **EXAMPLES OF DUTIES**

Duties and responsibilities associated with this position include, but are not limited to:

##### **Research and Manager/Investment Selection**

- Assist in the identification and selection of appropriate private investments across various sub-strategies including private equity, real estate, infrastructure, and natural resources, hedge funds and other alternatives
- Monitor the investable universe and maintain a database of opportunities across the spectrum of private investments
- Assist in the evaluation and selection of external investment managers and a variety of investment vehicles – including fund investments, direct investments and co-investments
- Review and evaluate investment ideas, trends and strategies across all private investment asset classes
- Stay abreast of capital market conditions and pro-actively identify and research new strategic initiatives and tactical investment opportunities
- Conduct independent research and analysis of potential investments and investment managers
- Determine consistency with established investment objectives and criteria and clearly articulate findings and recommendations to the PIO
- Assess risk factors associated with assigned investment opportunities

##### **Monitoring and Risk Management**

- Perform ongoing monitoring, analysis, and reporting of investments as well as the aggregate portfolios
- Attend annual meetings as needed, conduct quarterly calls and/or meetings each quarter with each manager and provide written overview of communications with managers
- Review quarterly reports and financial statements and communicate significant team, valuation or policy changes
- Monitor existing investments for compliance with established objectives, guidelines; and parameters
- Prepare a variety of reports including special project reports, reports on investment performance, and correspondence
- Establish and maintain investment databases and prepare spreadsheets and other presentations of investment information
- Discuss investment issues and problems with external investment managers and recommend appropriate action

# THE OFFICE OF THE CONNECTICUT STATE TREASURER

## Job Opportunity



### Investment Officer - Recruitment #190312-1224MP-001

---

#### **Reporting**

- Prepare portfolio reviews summarizing performance, portfolio analytics and market data
- Prepare and maintain investment reports on fund managers in the portfolios, as well as those under consideration

#### **KNOWLEDGE, SKILL AND ABILITY**

Considerable knowledge of investment practices and procedures; considerable knowledge of specific disciplines required for performance of duties (real estate, short term, etc.); considerable oral and written communication skills; considerable ability to analyze and evaluate investment alternatives; considerable ability to prepare financial and analytical reports; considerable ability to plan and maintain appropriate controls and records of investment transactions; supervisory ability.

#### **PREFERRED QUALIFICATIONS**

##### **Professional Experience:**

- A minimum of 7 years of investment, finance, accounting or related business experience required.
- Investment experience related to foundations, endowments, plan sponsors, private banks or insurance companies.
- Private markets institutional investment experience preferred including familiarity with terms and structures.
- Demonstrated analytical and quantitative skills, and proficiency with Excel.
- Experience with Private-i, eFront, Investran or other private markets software.
- Ability to work both independently and as a team member.
- Ability to generate both qualitative and quantitative independent analysis.
- Ability to independently prioritize multiple tasks, plan and manage projects in their entirety and ensure they are delivered on time.
- Excellent verbal and written communication and presentation skills, including the demonstrated ability to articulate ideas and issues clearly to a variety of audiences.
- Ability to prepare and/or edit complex reports involving logical and quantitative analysis

##### **Education**

- Candidates should have a Bachelor's degree from an accredited four-year college or university with major coursework in business administration, finance, accounting, economics, or a related area.
- An advanced degree in finance, economics, or a related field is preferred.

#### **CONCLUSION**

**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.