

## **Director of Investments – Cook County Pension Fund**

### **The Cook County Pension Fund**

The Cook County Pension Fund (the Fund) is comprised of two distinct public retirement systems, the County Employees' and Officers' Annuity and Benefit Fund of Cook County (the County Fund) and the Forest Preserve District Employees' Annuity and Benefit Fund of Cook County (the Forest Preserve Fund). Both funds are public employee retirement systems that provide pension, disability and other benefits to employees of Cook County and the Forest Preserve District. The Funds were established by an act of the Illinois General Assembly in 1926 (the County Fund) and 1931 (the Forest Preserve Fund). Each fund has its own distinct portfolio of investment assets, with assets under management (unaudited) as of December 31, 2021, of approximately \$14,190 million and \$230 million for the Cook County and Forest Preserve Funds, respectively. Each Fund has a diversified group of asset classes including public equities, fixed income, real estate, hedge funds, and private equity. More information on the Fund's portfolio can be found on the Fund's website at <http://www.cookcountypension.com>

The Fund is administered by a 9-member Board of Trustees. The Board is a fiduciary and has original and exclusive jurisdiction over all matters relating to the Fund, including benefits administration and the investment of the assets. As a fiduciary, the Board will discharge its duties in the sole interest of the participants and beneficiaries of the Fund.

### **Job Responsibilities**

The Director of Investments is a member of the leadership team and reports to the Executive Director. The Director of Investments is responsible for providing subject matter expertise to the Board of the Trustees and the Investment Committee of the Board, and has oversight responsibility for all aspects of the Fund's investment portfolio.

Essential duties of the Director of Investments include the following:

- Oversee the daily administration of the Fund's assets
- Monitor and manage the Fund's liquidity needs. Specifically, to ensure cash is available to meet benefit payments, capital commitments and other obligations
- Rebalance assets per policy
- Maintain the Investment Policy Statement
- Implement Board approved investment policy and strategies
- Establish and maintain Investment Manager guidelines
- Conduct approved investment service provider searches and evaluate candidates
- Monitor and report Fund performance
- Monitor investment managers and make recommendations when warranted
- Negotiate investment management agreements with investment managers where required
- Prepare agendas and meeting materials for Board and Committee meetings
- Respond to inquiries and prepare mandated reports to state legislators or other governmental agencies
- Report on emerging trends and issues of concern to public pension funds generally and to the Fund in particular
- Provide investment-related support to all year-end financial reporting activities of the Fund

## Job Qualifications

### Minimum Requirements of the Director of Investments:

- Undergraduate degree in business, economics, finance or related field from an accredited college or university. An advanced degree is preferred.
- A Chartered Financial Analyst designation (or concurrent pursuit) is preferred.
- Minimum 10 years of demonstrated institutional investment related professional experience, which includes progression to a senior level position, in a complex organization or financial institution.
- Knowledge and experience with asset allocation and fluency in all asset classes including alternative investments.
- Demonstrated ability to think strategically related to the management of a public pension system investment portfolio.
- Sharp analytical and quantitative skills with exceptional capacity to evaluate complex financial investments and perform detailed financial analysis.
- A comprehensive understanding of capital markets, investment strategies, principles and practices of institutional investing, investment operations and investment policy development.
- Excellent written and verbal communication skills and the ability to present information on complex investment topics in an understandable manner to the Board of Trustees and other internal and external stakeholders
- Highly organized with a proven ability to develop project plans, provide regular updates, and adjust project direction as needed.
- Excellent interpersonal skills and the ability to effectively work with the Board of Trustees, service providers, and all levels of Fund staff as a representative of Fund leadership.
- Ability to maintain the highest level of confidentiality and integrity and exercise appropriate judgment in answering questions and responding to requests.
- Passion for public service and the mission of public retirement systems. Public sector pension fund experience is preferred.

This position is a full-time position with all work performed onsite at the Fund office in downtown Chicago Monday-Friday, with an eight hour work day beginning at approximately 8:30am. The employee must be able to work extended hours on occasion, including evening hours and weekend hours, as needed. While performing the duties of this job, the employee is required to sit, use hands, talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel, crouch and crawl. The employee must occasionally be able to move and/or lift up-to 30 pounds. Employment includes participation in the pension system, along with other generous benefits.

### Additional Information

Work Location: 70 West Madison, Suite 1925  
Chicago, IL 60602

Compensation: The successful candidate will be offered a salary commensurate with qualifications.

How to Apply: Please submit resume and cover letter to:  
[careers@countypension.com](mailto:careers@countypension.com)

POSITION WILL REMAIN OPEN UNTIL FILLED