



ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

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*Municipal Representative
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Vacant

*Illinois Municipal League
Representative*

CAREER OPPORTUNITY

Job Title: Executive Director
Location: Peoria, Illinois
Date: April 7, 2026

ABOUT IPOPIF

The Illinois Police Officers' Pension Investment Fund ("IPOPIF") was created by the Illinois Legislature and signed into law by Illinois Governor JB Pritzker on December 18, 2019. The law, Public Act 101-0610, provided for the mandatory consolidation of the investment assets of the state's public safety pension funds into two investment funds – one of which is for police. The consolidation of the investment assets of the 357 Article 3 downstate and suburban police pension plans into one statewide investment asset pool created a single trust fund with an estimated \$15.3 billion in assets, as of January 2026.

IPOPIF is seeking outstanding applicants for the position of Executive Director due to the retirement of the current Executive Director who has been with the Fund since inception.

The Executive Director is primarily responsible for the administrative operations of IPOPIF and works closely with the Chief Investment Officer (CIO) who is primarily responsible for the investments of the Fund.

The Executive Director is appointed and serves at the pleasure of the IPOPIF Board of Trustees. Compensation and terms of employment are established under an employment agreement with the Board of Trustees.

The IPOPIF is overseen by a 9-member Board of Trustees, eight of whom are elected by the Article 3 police pension fund active or retired members and municipalities. One trustee is appointed by the Governor of Illinois.

Currently, the IPOPIF has a full-time staff of eleven employees supplemented by contract professionals including investment advisors and legal counsel with an administrative budget of \$5,653,574 for Fiscal Year 2026.

456 Fulton Street, Suite 402, Peoria, IL. 61602

(309) 280-6464 www.ipopif.org



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The IPOPIF office is in Peoria, Illinois. It is expected that the Executive Director will maintain an office schedule primarily from this office location.

Additional information about the IPOPIF is available on the website at www.ipopif.org.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Leadership and Policy Analysis:

1. The Executive Director (ED) plans, coordinates, and manages the daily operation of the administrative organization through the staff and contract service providers in accordance with policies and procedures established by the Board.
 - a. In doing so, the ED will solicit advice and counsel from the Board, the Board Chair, or individual Board members, as appropriate.
 - b. The ED will work closely with the Chief Investment Officer to ensure the investment operations and investment strategies are conducted.
 - c. The ED will assist the Board of Trustees and the Executive Team in the development, monitoring, and implementation of the Strategic Plan.

Governance:

1. Assists the Board in implementing its governance By-Laws, Policies and Procedures.
2. Oversee the preparation of the Board agendas and materials and required postings for meetings of the Board.

Operations:

1. The Executive Director will:
 - a. Recommend to the Board, as appropriate, administrative related policies designed to help ensure effective operations;
 - b. Recommend to the Board a strategic plan and business plan and updates to the plan as necessary;
 - c. Recommend the Annual Budget to the Board;
 - d. Execute contractual agreements in accordance with Board policy;
 - e. Authorize payments related to the administration of IPOPIF in a manner consistent with Board policy and procedures.
 - f. Recommend to the Board the appropriate design, acquisition, implementation, and maintenance of all administrative technological systems;
 - g. Maintain the administrative records of IPOPIF in a permanent and readily accessible format and in accordance with Board policy;
 - h. Maintain an effective working relationship with stakeholders, municipal and legislative bodies, media, and interested parties.



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Finance, Actuarial and Accounting:

2. The Executive Director will:
 - a. Recommend to the Board as appropriate, financial, and accounting policies;
 - b. Implement appropriate internal financial controls to safeguard the physical and financial assets of IPOPIF;
 - c. Coordinate the annual financial audits;
 - d. Coordinate the actuarial valuation, actuarial audits, and other actuarial policies;
 - e. Cause to be prepared an annual comprehensive financial report on the operations of IPOPIF for Board approval;

Human Resources:

1. The Executive Director will:
 - a. Assess the administrative human resource needs of IPOPIF, establish and implement appropriate human resources programs and procedures, and compensation policies of the Board;
 - b. Ensure appropriate training for IPOPIF administrative staff.
 - c. Ensure an appropriate performance evaluation process is implemented for team members.

Legal:

1. The Executive Director will:
 - a. In consultation with legal counsel, provide recommendations to the Board concerning the initiation and settlement of litigation involving IPOPIF;
 - b. Oversee the development and implementation of plans to comply with newly enacted legislation and court rulings, as applicable.

Communications:

1. The Executive Director will:
 - a. Ensure effective and timely communications with stakeholders on matters relating to the administration of IPOPIF.
 - b. In situations that call for an official spokesperson to speak on behalf of IPOPIF, jointly determine with the Board Chair, on an issue-by-issue basis, who will act in such capacity.
 - a. Oversee management's response to the findings of the annual financial audit, and of any internal audits that may be performed;
 - b. Oversee administrative employees and service providers of IPOPIF to ensure compliance with the IPOPIF policies;



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DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal, State, and local regulations and policies and practices related to Article 3 police pension plans and other Illinois public pension plans.
- Strong leadership and supervisory skills including managing subordinate staff and developing effective teams.
- Understanding of government and political environment while maintaining organizational independence.
- Proven analytical and critical thinking skills with effective organizational abilities to prioritize and execute tasks.
- Experience working with and reporting to a Board of Trustees or Board of Directors of a public pension fund.
- Experience working with law enforcement labor union, law enforcement or public safety trade associations and legislative officials in Illinois at the local and/or state level.
- Familiarity with state legislative process and the ability to navigate diverse political landscapes.
- Integrity and ethical leadership and a commitment to fiduciary responsibilities.
- Ability to think strategically while managing day-to-day operational capabilities.
- Skilled in building relationships and managing communications with diverse groups or individuals.
- Commitment to an important level of customer service to both internal and external stakeholders.

EDUCATION AND EXPERIENCE

- A bachelor's degree from an accredited college or university or equivalent combination of education and experience.
- Ten years or more of progressively responsible government and/or public sector leadership experience.
- Experience working with Article 3 police pension funds, Illinois public pension funds, and/or other public sector pension funds is desired.
- Law enforcement, fire or first responder experience is desired, but not required.

Application Instructions: To apply for this opening, please submit your resume and cover letter to Megan Holford at mholford@lauterbachamen.com with the subject line IPOPIF Executive Director position.

EOE

M/F/D/V