

ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

POLICY AND PROCEDURE

POLICY NUMBER: PP-2024-02

SUBJECT: DEPUTY CHIEF INVESTMENT OFFICER JOB DESCRIPTION

EFFECTIVE DATE: JUNE 14, 2024

AMENDED:

INDEX

SECTION A: INTRODUCTION

SECTION B: DUTIES AND RESPONSIBILITIES

SECTION C: PREFERRED QUALIFICATIONS

SECTION D: POLICY REVIEW

A. INTRODUCTION

1. The Deputy Chief Investment Officer (Deputy CIO) reports to and will support the Chief Investment Officer (CIO) in the management and operation of the IPOPIF investment operation.
2. The Deputy CIO will develop comprehensive knowledge of the IPOPIF investment program such that this person could effectively assume the CIO role.
3. The Deputy CIO is selected by the Chief Investment Officer.

B. DUTIES AND RESPONSIBILITIES

1. Strategic Planning and Implementation
 - a. Formulate and recommend investment strategies and processes to achieve IPOPIF investment goals.
 - b. Support or lead assigned projects to accomplish Board approved investment objectives.
 - c. Track and report on strategic planning and objectives.

2. Administration

- a. Oversee administration of the Investment Custodian.
- b. Oversee investment performance reporting from the Consultant and Custodian, including performance reporting for the Participating Police Pension Funds.
- c. Oversee a formal process to ensure, document, and report compliance with all applicable statutes and policies.
- d. Coordinate development of the Investment Budget.
- e. Coordinate the provision of investment information for the Annual Comprehensive Financial Report (ACFR).

3. Investment Management

- a. Assume primary responsibility for asset classes or investment managers as assigned by the CIO.
- b. Recommend optimum asset class structures.
- c. Lead or support investment manager searches as assigned by the CIO.
- d. Monitor IPOPIF investment managers.

4. Human Resources

- a. Assess the resource needs of the investment operations.
- b. Manage and supervise assigned investment staff.

5. Communications

- a. Prepare materials for Board of Trustee and Committee meetings with assigned primary responsibility for one or more sections or segments.
- b. Fluently present reports and memoranda before the Board or Committees.
- c. Represent IPOPIF with stakeholders as delegated by the CIO.

C. PREFERRED QUALIFICATIONS

1. Education
 - a. Graduation from an accredited university
 - b. CFA and/or CAIA certification
2. Experience
 - a. Public Investment Fund
 - b. Investment experience outside of a public fund
 - c. Traditional and alternative investment assets
 - d. Employee supervision
 - e. Team collaboration
 - f. Demonstrated Success
3. Communication
 - a. Confident presentations
 - b. Flexible and effective interpersonal communication skills
 - c. Ability to write a cogent report or memo
 - d. Conflict Resolution
4. Computer knowledge
 - a. Advanced Excel modeling and interpretation
 - b. PowerPoint including development and management of slide masters and layouts
 - c. Microsoft Word including track changes and version control
 - d. Adobe Acrobat Pro
 - e. Microsoft Teams including conferencing, chat, and shared files
 - f. Investment industry databases and tools such as eVestment and PitchBook.

D. POLICY REVIEW

1. The Policy is subject to change in the exercise of the Board's judgement.
2. The Board of Trustees will review this policy at least every two (2) years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations.
3. In the event of legislative changes to the pertinent sections addressed in this policy, the Board will review the policy as appropriate.
4. This policy was originally adopted by the Board on June 14, 2024. The dates of subsequent review and adoption shall be recorded below.