

# RETIREMENT SYSTEMS OF THE CITY OF DETROIT

500 Woodward Ave, Suite 3000

Detroit, Michigan 48226

## **Job Title: Investment Officer**

(Salary dependent on experience)

The Retirement Systems of the City of Detroit (RSCD) is seeking experienced candidates to fill one or more professional investment position(s) that will assist in the management of RSCD's \$5 billion externally managed investment portfolio. This position reports directly to the CIO and requires an advanced understanding of Capital Markets and Institutional Pension Investing across various asset classes (Public & Private Equity and Debt Investments, Real Assets, Hedge Funds, etc.) The Investment Officer will be responsible for supporting the CIO in managing and evaluating the Plans' investments in accordance with the Investment Policy Statements as well as applicable state and federal laws and regulations.

Under the supervision of the CIO, responsibilities of the Investment Officer include, but are not limited to, the following:

- Identifies, reviews, and evaluates prospective investment opportunities
- Coordinates portfolio review and due diligence meetings, prepares agendas and meeting notes
- Develops internal and external reports on investment strategy and portfolio performance
- Assists with the manager search and selection process
- Performs quantitative and qualitative due diligence on prospective investment opportunities including evaluating past track records
- Monitors and regularly reports on investment activities of investment partners
- Develops framework for analyzing the performance of existing investments
- Prepares investment commentaries and assists with research and special projects
- Assists with the review and workout of any problem investments
- Works in concert with outside consultants and advisors
- Oversees the quarterly and annual valuation process for all private assets

### **Education and Experience**

Bachelor's Degree in business/finance or related field; a minimum of five (5) years of relevant experience performing a variety of professional investment duties related to acquiring, organizing, directing, underwriting, and managing portfolios of institutional investments; or an equivalent combination of education and experience.

A Master's Degree in a related discipline or a designation as a Chartered Financial Analyst (CFA) or Chartered Alternative Investment Analyst (CAIA) is preferred.

**Knowledge, Skills, and Abilities**

Requires knowledge of the purposes, principles and theories of institutional portfolio management; business, monetary and economic trends and practices; security analysis and financial forecasting; computer operations and technical software applications.

Must have the ability to draft reports, documents and agreements; transact investment acquisitions and sales; make decisions and resolve conflicts involving dollar amounts in the hundreds of millions, communicate effectively verbally and in writing; ability to follow written and verbal instructions; establish and develop effective working relationships with investment, banking, finance and consulting professionals, executives (public and private) department heads, coworkers and the public; work independently and deal effectively with stress caused by work load and time deadlines.

If you are interested in this career opportunity, please forward your cover letter and resume to [Investmentjobs@rscd.org](mailto:Investmentjobs@rscd.org).