

Job Title: Senior Investment Analyst

REPORTS TO: Executive Director

JOB TYPE: Non Civil Service, Fulltime, Exempt

CLOSING DATE/TIME: Continuous

LOCATION: Baltimore City, MD

JOB DESCRIPTION:

The Employees' and Elected Officials' Retirement Systems (ERS/EOS) with assets in excess of \$2B is seeking a Senior Investment Analyst. At the direction of, and under the supervision of the Executive Director (ED) this position will provide a high level of support by performing a wide variety of research and market analysis for varied asset classes; assist with manager due diligence and implementing investment strategies and policies to achieve optimal use of City retirement funds; and assist with preparing and monitoring investment changes to policies, guidelines, programs and/or the addition and deletion of investment strategies.

DUTIES AND RESPONSIBILITIES:

- Reports to the Executive Director on the evaluation of investment managers, asset classes and specific products/services.
- Identifies, recommends, and defends investment strategies to maximize the investments return capabilities.
- Directs the development and implementation of investment strategies to achieve the optimal plan objective and goals.
- Develops and proposes appropriate risk management solutions and tools to assess the Plan's exposure to specific market events.
- Develops policies, guidelines and procedures for investments and cash flow and manages the procurement of investment services.
- Evaluates and monitors the retirement fund asset allocation position against guidelines established by the Board of Trustees and recommends rebalancing of the asset as necessary.
- Prepares documentation for Board meetings to communicate portfolio performance, investment options, risks, and pending decisions.
- Assists with negotiating complex contracts to obtain terms favorable to the Retirement Systems.
- Conducts manager due diligence including: regular meetings and calls to discuss organizational developments, investment strategy, and performance/risk.
- Oversees the preparation of monthly cash analysis and cash flow projections including wire transfers to and from custodian bank to meet capital calls, distributions, or funding for operational needs.
- Manages the screening and presentation of investment manager candidates to the Board of Trustees by developing manager-search questionnaires, interviewing manager candidates, evaluating proposals and producing reports detailing each manager search conducted.

- Ensures manager's compliance with contractual investment policies and procedures.
- Assist with preparing annual published financial reports of the Retirement Systems including the Comprehensive Annual Financial Report (CAFA).
- Perform related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of investment management business and experience working with institutional investments including familiarity with the related investment terminology.
- Knowledge of both international and domestic capital markets, including stocks, bonds, real estate, private equity, hedge funds and other investment vehicles.
- Ability to interpret and explain complex, technical, industry-specific financial and legal terms and conditions.
- Knowledge of industry data bases such as Morning Star, Investor Force, Burgiss, Cambridge, etc.

DESIRED QUALIFICATIONS:

- Master's degree
- Bachelor's degree with professional designations, such as Certified Financial Advisors (CFA), or Certified Investment Management Analyst (CIMA), or Chartered Alternative Investment Analyst (CAIA)
- Ten plus years of experience in the Financial Services industry
- Five plus years of Investment Analyst experience or higher

COMPENSATION:

Salary is commensurate with education and experience.

HOW TO APPLY:

Submit a cover letter and resume to: contactERS@BCERS.ORG

Selected candidate will be required to successfully complete a background investigation and medical prior to appointment.

NON-CLASSIFIED POSITION

Baltimore City Government is an Equal Opportunity Employer