

JOB DESCRIPTION

Investment Officer I

The Investment Officer I will be responsible for specific investment portfolios which may include cash, fixed income, equity, and private markets. This includes responsibility for achieving performance targets in these asset classes while maintaining acceptable levels of risk as defined by organizational risk parameters, assuring compliance with investment policies and formal regulations, and providing guidance and direction. These duties are to be completed with input from other investment staff and under the oversight of the Chief Investment Officer (CIO).

PORTFOLIO OVERSIGHT

Specific oversight responsibilities regarding assigned investment portfolios would include, but not be limited to:

- Accountability for overall performance of the assigned portfolios.
- In consultation with the CIO, making strategic recommendations to achieve maximum performance within appropriate risk parameters.
- Under the direction of the CIO, and in conjunction with consultants and other investment staff, Investment Officer would be responsible for the selection and oversight of public and/or private investment managers.
- Assisting with preparation and/or presentations of important aspects of communications with the public, West Virginia Legislature, Board of Trustees, and constituents. Also focusing on internal communications to promote teamwork, good morale, and information exchange.
- Participating in the development and implementation of WVIMB's Investment Policy, as adopted by the Board of Trustees.
- Accumulating financial, market, actuarial, and other data from various sources to assist in document and presentation preparation.
- Contributing written commentary or summaries so that each action or inaction is properly documented.
- Participating in periodic meetings/seminars with internal and external groups as necessary. This will include traveling to conferences, manager's offices, or other similar functions.
- Working with external managers to establish and articulate strategies.
- Working with external managers and others, as appropriate, to identify new investment ideas/portfolios.
- Monitoring execution of investment strategies to achieve investment targets.
- Ensuring that investment policy for assigned assets is well defined and followed.
- In consultation with Internal Audit, assuring that assigned portfolios comply with all investment policies and guidelines. Researching, documenting, and making recommendations to the CIO regarding unusual transactions or portfolio occurrences.

- In consultation with the Internal Auditor and legal counsel, monitoring and assuring compliance with all legal/regulatory requirements.
- In consultation with the CIO and legal counsel, assuring that contracts fully define requirements, benchmarks, costs, and payment requirements seeking other legal advice as appropriate.
- Conducting annual manager reviews and evaluations; *assuring that the process is fully documented.*
- In consultation with CIO and consultants, recommending action when necessary.
- Other duties as assigned.

COMMUNICATION EXPECTATIONS

- Contribute continuously as a productive team member.
- Keep CIO informed about specific issues regarding assigned assets such as portfolio approach, styles, trends, and manager developments.
- Maintain standards for assigned portfolio and prepare materials produced for the Board of Trustees.
- Work with the CIO, consultants, and portfolio managers to keep the Board of Trustees informed about critical issues/developments and trends in assigned investment markets.

APPROPRIATE KNOWLEDGE, SKILLS, AND ABILITIES

- Possess strong analytical skills.
- Ability to complete work timely and accurately.
- Should be able to work independently.
- Exercises sound judgment in problem resolution.
- Agrees to maintain complete confidentiality.
- Ability to use computer programs.
- Ability and willingness to quickly learn new software and automated systems.
- Ability to express oneself clearly and concisely, both orally and in written form.
- Ability to act professionally and to effectively communicate and interact with staff, constituents, and the various other professionals exposed to on an ongoing basis.
- Must maintain a professional appearance and attitude.
- Ability and desire to always act in a highly ethical manner.
- Display a high level of initiative, effort, and commitment towards completing assignments efficiently, work with minimal supervision, and demonstrate responsible behavior and attention to detail.
- Work well in team situations to promote trust, cooperation, commitment, and team spirit.
- Ability to manage multiple projects.

- Willingness to work hours in excess of the normal schedule to meet deadlines.
- Must be willing and able to travel as needed.

PREFERRED EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

Graduation from an accredited four-year college or university, and (1) a major emphasis in accounting, finance, economics, or investments, **or** (2) be a Chartered Financial Analyst (CFA) Charter holder, **or** (3) a graduate of an MBA program (or similar advanced degree program) at an accredited college or university with a major emphasis in accounting, finance, economics, or investments, **and** experience equaling six years of investment work for a stock exchange, investment or banking firm, institutional investor, public or private pension system, or senior level investment accounting firm.

Note: A CAIA, CPA, or CFP designation (others upon specific further review) may be substituted at the rate of one year per designation to fulfill the "six years of investment work" requirement. Maximum substitution is three years.

Reports to: Chief Investment Officer

Benefits: Standard Benefits

Status: Permanent Full Time

Location: 500 Virginia Street, East - Suite 200
Charleston, WV 25301

Salary Range: \$110,000 - \$152,000