

Career Opportunity

Deputy Chief Investment Officer North Dakota Retirement and Investment Office (RIO)

Interested candidates should review the job vacancy announcement and application procedures found at <http://www.nd.gov/hrms/jobs/19028262.html>.

STATUTORY AUTHORITY AND DUTIES:

The North Dakota Retirement and Investment Office (RIO) was established in 1989 to coordinate the activities of the [State Investment Board \(SIB\)](#) and the [Teachers' Fund for Retirement \(TFFR\)](#).

The SIB has statutory responsibility under Chapter 21-10 of the North Dakota Century Code for the administration of the investment programs of several funds including the Public Employees Retirement System (PERS), The Teachers' Fund for Retirement (TFFR) and the Workforce Safety & Insurance Fund. The SIB also maintains contractual relationships for investment management with certain political subdivisions, for a total of 24 client funds and total assets under management of \$5.5 billion. The [11 member Board](#) includes the Lt. Governor, State Treasurer, State Insurance Commissioner, Executive Director of Workforce Safety & Insurance, Land Commissioner, three representatives of PERS and three representatives of TFFR. Further information on the State Investment Board and the investment program can be found on the agency's website: www.nd.gov/rio.

SUMMARY OF WORK:

The Deputy Chief Investment Officer will provide support to the Executive Director/Chief Investment Officer (ED/CIO) of RIO to administer the investment program of the State Investment Board. The qualified individual will be responsible for conducting and completing investment research and reports, performing qualitative and quantitative analyses of current and prospective investments, assisting in the selection and monitoring of investment managers, and maintaining financial data and narrative information about the asset classes and investment manager portfolios as directed by the SIB and ED/CIO.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Deputy Chief Investment Officer reports to the Executive Director/Chief Investment Officer (ED/CIO), and will provide support to the ED/CIO to administer and manage the investment program of the State Investment Board.

Responsibilities include, but are not limited to:

- Conducting investment research and analysis for consideration by the Board.
- Performing qualitative and quantitative analysis of current and prospective investments to develop and present recommendations to the Board.
- Performing initial and on-going due-diligence to assist in selection and retention of investment managers, master custodian, and other agents contracted by the Board.
- Maintaining financial data and narrative information about asset classes and investment manager portfolios as directed by the ED/CIO.
- Assisting the ED/CIO to develop statutory changes necessary to assure prudent management of trust funds.

- Assisting the ED/CIO and Board with interpretation and implementation of new or revised federal and state laws.
- Assisting with publications concerning the investment program which include a newsletter, statistical reports, and annual financial report of the office.
- Performing other duties to support the management of the investment program as directed by the CIO.

The duties listed are not intended to be all-inclusive. Duties assigned may be subject to change at any time at the discretion of the Executive Director/Chief Investment Officer.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in related field of study
2. Five to ten years relevant work experience in the administration or implementation of a trust fund investment program.
3. Experience in investment manager due diligence across broad range of management styles.
4. Knowledge of principles, concepts, and methodologies of finance, investments, accounting, statistics, economics and other disciplines necessary for the management of a government investment program.
5. Excellent interpersonal skills.
6. Excellent written and oral communication skills.

PREFERRED QUALIFICATIONS:

1. Graduate degree and/or CFA designation.
2. Experience in asset allocation.
3. Experience in risk management applications.