



EFL Associates

Metropoint 1
4600 South Ulster Street, Suite 900
Denver, CO 80237 Phone: 720.200.7000
www.effassociates.com

**NEW YORK STATE OFFICE OF THE STATE COMPTROLLER
DIVISION OF PENSION INVESTMENT AND CASH MANAGEMENT**

JUNIOR INVESTMENT OFFICER – REAL ASSETS

POSITION SPECIFICATIONS

CLIENT

Created in 1797 by the State Legislature, the **Office of the State Comptroller (OSC)** is charged with ensuring that State and local governments use taxpayer money effectively and efficiently. The State Comptroller is elected for four year terms and serves as the State’s chief fiscal officer. Included among the Comptroller’s many oversight responsibilities is serving as the administrative head of the New York State and Local Retirement System (NYSLRS or System) and the sole trustee of the \$268.3 billion **New York State Common Retirement Fund (CRF or the “Fund”)** (estimated value as of June 30, 2021), one of the largest institutional investors in the world. Thomas P. DiNapoli has served as the State Comptroller since 2007. He leads a staff of more than 2,700. The **Office of the State Comptroller** is headquartered in Albany but also has offices in New York City and eight regional offices around the State.

Within the **State Comptroller’s Office** is the **Division of Pension Investment and Cash Management (PICM)**. This Division employs approximately 90 staff members, based in offices in Albany and New York City. Anastasia Titarchuk serves as Chief Investment Officer (**CIO**) and Deputy Comptroller and Navygud Patel serves as Deputy CIO.

For more information about the **OSC**, please visit the website at www.osc.state.ny.us.

RESPONSIBILITIES OF THE JUNIOR INVESTMENT OFFICER – REAL ASSETS

Based in the New York City or Albany office, the **Junior Investment Officer** reports to the Director of Real Estate and Real Assets with ad-hoc reporting to Senior Investment Officers.

Essential Duties and Responsibilities include:

- Assist senior investment officers in performing due diligence for potential real asset investment opportunities by collecting relevant materials from managers, partners, and consultants.
- Interface with a variety of operational constituencies (legal, accounting, managers, investment officers) to facilitate the deal process once approved.

- Work with the fund’s legal staff and custodian bank to establish timelines and ensure accurate distributions of capital.
- Assist with the arrangement, support, and memorialization of meetings with managers.
- Assist with drafting proposals for structure or portfolio changes, including manager terminations, hiring, and additional funding.
- Assist with investment presentations, memos, LPAC matters, LPA amendment requests, and other “ad hoc” requests.
- Assist with portfolio tracking and analytics.
- Assist in the collection of relevant market research.

MINIMUM QUALIFICATIONS

- BA, ideally in business, economics, or similar quantitative field
- Relevant internships or experience in asset management or finance industry

PREFERRED QUALIFICATIONS/DESIRED COMPETENCIES

- Understanding of basic real asset investment concepts, strategies, asset classes, and fundamental investment factors
- Strong written and oral communication skills to assist with memos, presentations, and other internal communications
- Able to meet deadlines, work under supervision, and take a detail-oriented approach to work.

PERSONAL CHARACTERISTICS

- High ethical standards and commitment to the fiduciary responsibilities of a pension fund.
- Humble, team player who actively seeks coaching, learning and growth opportunities.

COMPENSATION

The **OSC** will offer the successful candidate a competitive base salary and a comprehensive benefits package including a choice of health insurance packages, dental and vision insurance, generous PTO, a contributory retirement plan, and a voluntary deferred compensation plan. The **OSC** encourages ongoing professional development through various continuing education programs.

APPLICATION PROCESS

EFL Associates, an executive search firm, is assisting the **OSC** with this important search. All calls and inquiries should be made through the search firm. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

NON-DISCRIMINATION

Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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4600 South Ulster, Suite 900
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Phone: 720.200.7000
FAX: 303.694.6866
www.effassociates.com

Daniel J. Cummings, Senior Vice President and Managing Director
Phone: 720.200.1765
Email: dcummings@effassociates.com

Tamara Wesely, Talent Acquisition Consultant
Phone: 720.200.1723
Email: tamara.wesely@effassociates.com