



Head of Fixed Income / Investment Officer

POLICE & FIREMEN'S RETIREMENT SYSTEM OF NEW JERSEY

The Police & Firemen's Retirement System of New Jersey (PFRSNJ), located in Trenton, New Jersey seeks an experienced investment professional and proven leader to join our recently formed and growing team. The Head of Fixed Income will have the responsibility of managing the Fixed Income asset class, including managing all output created by junior staff. The Fixed Income Asset class currently includes allocations to the U.S. Treasury, Global Multisector Fixed Income, and the PFRS Mortgage Program. This individual will be a member of the Fixed Income Committee and their position will include all responsibilities relating to membership on the committee. This position will assist in formulating and maintaining policies and procedures relating to Fixed Income. This individual is responsible for researching, sourcing, selecting, and investing in funds and external investment advisors within Fixed Income along with incorporating sector-wide ideas/insights and top-down considerations into their analysis. As needed, the Head of Fixed Income will be expected to contribute across multiple asset classes and to supervise Senior Investment Analysts, Investment Analysts (titles: 1-3), and Investment Analyst Trainees. Additional responsibilities could include supervising trading and ensuring compliance with investment guidelines/policies. This individual will assist in identifying potentially more efficient asset allocations for PFRSNJ's fixed income assets and implementation of the asset allocation.

SALARY: Salary is commensurate with education and experience. A comprehensive benefits package is offered.

WORK AUTHORIZATION:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

REQUIREMENTS:

Experience in pension investment management. A strong working knowledge in asset allocation concepts and investment principles and practices; methods and sources of information for analyzing and valuing investments and assessing investment/capital market trends; macro-economic trends, principles, and practices; accounting principles and practices; statistical and mathematical methods used in the analysis of investments; investment vehicle formats (open-end, closed-end, etc.) and procedures for their purchase and/or sale; and computer applications used in investment analysis and modeling. Experience in hiring, training and managing investment personnel.

Ability to:

Gather and analyze a wide variety of investment, financial, and statistical data and reach sound conclusions on the value and suitability of investments; supervise analysts and interns; maintain current

knowledge of investment market trends and developments; apply a variety of investment analysis techniques, including quantitative methods; critically review investment and financial data with exacting attention to detail; review and understand financial statements; compile, organize, interpret, and present written and numerical data; prepare clear and concise written correspondence and reports; make effective presentations; work effectively under pressure and meet deadlines; multi-task and prioritize responsibilities; overnight travel domestically and internationally; and establish and maintain cooperative and highly productive relationships with both internal and external stakeholders, including representatives of investment firms and financial institutions, investment partners and external investment managers, consultants, and other PFRS staff.

EDUCATION: Graduation from an accredited university or college with a Bachelor of Science or Arts degree, preferably in finance or similar quantitative field. Submissions must include a copy of the degree and/or transcripts (official/unofficial) verifying degree completion. **An advanced degree or CFA designation is preferred for this position.**

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

EXPERIENCE: A minimum of ten years of increasing responsibility and experience analyzing institutional level investments and/or institutional investment managers preferably working for a pension plan, an endowment, or an institutional investment firm. The successful candidate must be a self-starter with a strong work ethic. Excellent written and oral communication and presentation skills are required along with strong analytical and technical skills. Proficiency in the Microsoft Suite and database applications (such as Wilshire Compass).

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

If you are qualified and interested in this employment opportunity, please send your cover letter, resume, and educational credentials, **via e-mail only** to the address noted below. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Police and Firemen’s Retirement System of New Jersey

Email address: Courtney.Snedeker@pfrs.nj.gov

(Please use “Head of Fixed Income – PFRSNJ” in the Subject Line)

The Police and Firemen’s Retirement System of New Jersey is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.