

State Investment Officer – Real Assets

Position Summary:

In collaboration with the Manager of Real Assets, this position will assist in managing the real assets investment portfolio. The portfolio includes real estate, timberland, farmland, and infrastructure investments. The position will assist in developing, analyzing, and implementing investment policy for external advisors and for a publicly traded REIT portfolio, ensure the integrity of all internally maintained portfolio data and verify that reporting requirements are met. The position will also be required to effectively communicate with external investment managers, consultants and other stakeholders. Specific duties are outlined below.

The successful candidate will be expected to become a CFA Charterholder. This is a major commitment. More information about this program can be found at <http://www.cfainstitute.org>.

Regular Duties:

1. Manager sourcing and due diligence
 - Assist in sourcing, tracking, and evaluating new investment opportunities
 - Participate in regular calls and meetings with potential new investment managers
 - Assist in performing due diligence and contract review for the hiring of new investment managers
2. Portfolio management and monitoring of externally managed portfolios
 - Assist in developing and analyzing investment policy
 - Evaluate investment managers through review of quarterly/monthly performance reports and annual audit reports
 - Process and record funding requests and distribution notices for real estate, farmland, timberland, and infrastructure investments.
 - Maintain electronic and hard copy records of real assets correspondence, performance reports, bank statements, property details, and other pertinent documents.
 - Work with external consultants, managers, and contractors to procure necessary and pertinent documents and information, identify, rectify or otherwise address questions or concerns regarding investment performance, reporting, strategy, etc.
 - Participate in periodic calls and meetings with investment managers to address specific property level or portfolio level issues, annual strategic plan and budget reviews
 - Tour/inspect separate account properties, as well as properties owned by commingled funds in which ARMB has an interest
 - Participate in annual meetings of investment managers
3. Portfolio management and monitoring of internally managed REIT portfolio
 - Assist in developing and implementing trading strategies, policy and analysis for the internally managed REIT portfolio
 - Assist in evaluating compliance of REIT portfolio for compliance with portfolio strategy and equity guidelines

- Review proxy voting research and guidelines for securities held in the internally managed REIT portfolio
 - Prepare and submit quarterly 13-F holdings reports to the SEC
 - Prepare and submits quarterly REIT portfolio performance data to the ARMB real estate consultant
4. Generate reports for internal and external presentation
- Prepare daily performance report of all ARMB managers and plans for distribution to DOR investment staff
 - Prepare regular investment manager monitoring reports
 - Prepare and review presentations and research materials for board presentations
 - Prepare ad-hoc portfolio reports as directed
5. Interface with fund accounting and compliance
- Work with fund accounting and compliances on investment manager issues related to accounting, audits, administration, and compliance
 - Assist with manager accounting, contract, fee, and custody account issues
6. Other projects as needed

Required Education:

- Bachelor's degree in Finance, Economics, Accounting, Business, Statistics, Natural Sciences or a related field is required

How to Apply:

Cover letter, resume and professional references may be submitted to:

Chief Investment Officer
Treasury Division
Portfolio Management Section
P.O. Box 110405
Juneau, AK 99811-0405

Or FAX: 907-465-4397

Or EMAIL: Molly.mccafferty@alaska.gov