

## **State Investments Officer -Alternatives**

### **Position Summary:**

In collaboration with the alternative investment team, this position will research, source, and conduct due diligence on alternative investments including private equity and hedge funds. The position will also assist the investment team with portfolio analysis and monitoring of investment managers. 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 alternative investment opportunities
  - Participate in regular calls and meetings with managers
  - Assist in and potentially leads manager due diligence
  - Develop and document investment recommendations
  - Assist in legal negotiation in coordination with external legal counsel
2. Portfolio management and monitoring
  - Monitor and evaluate existing alternative investment managers
  - Participate in periodic calls and meeting with existing investment managers
  - Prepare regular investment manager monitoring reports
  - Organize and reviews manager documents and reports
  - Prepare ad-hoc portfolio reports as directed
3. Portfolio structure and research
  - Analyze proposed changes to alternative investment portfolio structure
  - Analyze new alternative investment asset classes and opportunistic investments
  - Assist in and leads ad hoc research projects
4. Interface with fund accounting and compliance
  - Work with fund accounting and compliance staff on investment manager issues related to accounting, audits, administration, and compliance
  - Communicate investment guidelines and policies to managers
  - Monitor manager compliance with contracts, policies and guidelines
  - Assist with manager accounting, contract, fee, and custody account issues
5. Other projects as needed

### **Required Education**

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

**Preferred Qualifications**

- Experience with alternative and institutional investments
- Experience developing and analyzing financial, mathematical, and statistical models
- Proficient with Microsoft Office applications
- Team orientated with excellent verbal and written communication skills
- Self-starter and inquisitive with a desire to independently research and develop ideas
- Experience with Bloomberg, CapitalIQ, Burgiss, ILPA tools, Intralinks, Pitchbook, Crystal Ball, or other investment/statistical software and information tools

**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](mailto:Molly.mccafferty@alaska.gov)