



Position Specification



Chief Investment Officer

September 2019



POSITION SPECIFICATION

Position	Chief Investment Officer
Company	Fort Worth Employees' Retirement Fund
Location	Fort Worth, Texas
Reporting Relationship	Executive Director
Website	http://www.fwretirement.org/

BACKGROUND / CULTURE

With approximately \$2.3 billion in assets under management, Fort Worth Employees' Retirement Fund (the Fund) is one of the leading municipal funds in the United States. The Fund is a defined benefit retirement plan, established by City Ordinance in 1945. All active full-time employees of the City of Fort Worth are covered by the plan, including police, fire and general employees. The fund serves the needs of approximately 6,600 members and more than 4,300 benefit recipients. The Plan is 52.4% funded on an actuarial basis.

ORGANIZATIONAL STRUCTURE

The Fund invests retirement funds globally through numerous top-tier external managers that specialize in areas such as private equity, real estate, hedge funds, equities and fixed income. Along with the internal investment team, the external investment consultants historically have played a significant role in developing investment strategy, identifying external managers and evaluating performance. The current investment structure has the Chief Investment Officer (CIO) directly managing an Investment Officer and Investment Analyst.

The Fund is governed by a 13 member Board of Trustees with Trustees holding two year staggered terms. Seven Trustees are elected by Retirement Fund members that include general employees, civil service public safety (sworn fire and police). Six Trustees are nominated by the Mayor and confirmed by the City Council.

The CIO reports to the Executive Director but will have significant direct communication with the Board including the Investment Committee. The CIO will work closely with the Board, and often via the Board Investment Committee. Historically, the CIO has been responsible for making investment recommendations to the Investment Committee that includes asset allocation and manager hirings and terminations. While the Board maintains authority over investment decisions, the Board is seeking to enhance the delegation of tactical operations and the day-to-day decision-making authority of the portfolio management to the CIO.



ASSET ALLOCATION

FWERF's asset allocation, as of June, 2019 consists of the following:

	Current	Target
▪ High Growth	22.55%	22.00%
▪ Growth	43.01%	44.00%
▪ Capital Preservation	15.53%	15.00%
▪ Diversification	9.89%	10.00%
▪ Inflation	7.75%	8.00%
▪ Liquidity	1.07%	1.00%
▪ Liquidating Investments	.20%	0.00%
▪ Total Fund	100.00%	100.00%

KEY RESPONSIBILITIES

The CIO will perform as the senior investment professional at the Fund. The CIO will lead the investment process, providing leadership, vision and oversight for the management and strategic growth of the retirement assets. The CIO will provide the investment expertise and counsel to achieve the Fund's long-term investment objectives of superior, but prudent risk-adjusted returns.

The CIO will be accountable for the investment process including rigorous reviews of existing and prospective investment strategies, providing education and recommendations for potential investment strategies. While leading the investment process the CIO will collaborate with the Executive Director and appropriate consultants to ensure the Board's fiduciary responsibilities are upheld. The CIO will also oversee the daily administration of the investment program including managing external investment advisors, internal investment staff and lead the development of and presentation of key fund performance indicators.

Key investment responsibilities include:

- Monitor and manage the investment operations of the Fund to ensure compliance with Board policies.
- Regularly provide updates and recommend modifications of the Investment Policy Statement to the Board.
- Implement agreements and disburse funds to the selected Investment Managers at prudent and approved commitment levels.
- Maintain a consultative relationship and open dialogue with the Board and the Executive Director on investment related matters including long term asset allocation, management and retention of external managers, advisors, and consultants, and tactical adjustments to the asset allocation.
- Ability to supervise, motivate and develop investment staff.
- Present specific investment ideas supported by a business case to the Board and the Board's committees.
- Evaluation of the investment processes including policies, procedures and performance measurements and making recommendations and implementing best practices
- Monitor capital markets and economic forecasts, and provide the Board and the Board's committees with an on-going analysis of the state of the global economic situation as it relates to the Fund's investment program.
- Evaluate, hire, monitor and terminate external managers, advisors, and investment consultants using appropriate performance and risk benchmarks including benefits to the total portfolio and expenses to the Fund.
- Effectively communicate the overall investment strategy to diverse audiences.



PROFESSIONAL EXPERIENCE / QUALIFICATIONS

Minimum ten years of relevant investment experience with a pension plan, foundation/ endowment, trust organization, investment banking firm, money management firm or financial consulting firm, with responsibility for the formulation and/or implementation of investment policy for substantial portfolios utilizing all major asset classes (e.g., equities, fixed income, real estate, private equity, etc.).

The ideal candidate will have demonstrated a vast knowledge of multiple asset classes (across multiple styles of public and private markets) and experience investing in a manager of manager approach either as a plan sponsor, fund of funds manager, investment consultant or as a direct investor. The candidate must have extensive knowledge of investment concepts, strategies and styles. A strong understanding of the economic environment, capital markets, statistical concepts and statistical models and their application to investments and use in a diversified portfolio.

The ideal candidate will have demonstrated unquestioned integrity and ethical behavior utilizing these characteristics to lead the investment team and contribute to the entire organization. The candidate will be a proven team builder and natural leader that is able to inspire, engage, develop and mentor talented professionals. A successful candidate will build a successful and creative team through a collaborative approach that motivates and inspires excellent results.

The CIO must be an excellent communicator willing to work with multiple constituencies bringing various backgrounds and level of investment knowledge. The CIO must possess the ability to demonstrate a high level of knowledge while engendering trust and confidence in the CIO's message while presenting at a level appropriate for the audience. A successful candidate will be able to easily guide and participate in conversations with various stakeholders including Fund staff, Board members, investment professionals, members of the Fund, business and community leaders.

The successful candidate will have a passion for excellence that has driven top tier results in professional and academic settings. The CIO will have an intellectual curiosity leading themselves and the organization to professional advancement and organizational success. The CIO must create a vision of success using strategic planning with the ability to lead and inspire the organization and contributors that leads to desired results.

The ideal candidate will also demonstrate the following personal characteristics:

- Vast knowledge across asset classes (broadly defined as public, private and real assets) and have substantial breadth of experience investing as a manager of managers, fund of funds manager, plan sponsor, direct investor or highly sophisticated consultant or investment advisor.
- Superb team-building skills, with a predisposition to building consensus and achieving goals through collaboration rather than purely direct line authority.
- Extensive knowledge of investment concepts, strategies, styles, and analytical methodologies at the total portfolio level.
- Strong grasp of global and domestic macro-economics and capital market issues relating to investments.
- Knowledge of statistical concepts, methods and models, and their application to investments.
- Extensive skill in effective written and verbal communications, including preparing and delivering complex correspondence, reports, presentations, policies and proposals.



EDUCATION

A Bachelor's degree from a four-year college or university is required. Strong advanced academic credentials, including MBA, CFA and/or CAIA are preferred.

COMPENSATION

The successful candidate will receive an attractive and commensurate compensation package based upon applicable work experience.

KORN FERRY CONTACTS

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