

VACANCY NOTICE

AGENCY: NYC OFFICE OF THE COMPTROLLER
TITLE: MANAGING DIRECTOR – PRIVATE MARKETS
SALARY: \$130,000 - \$160,000
LOCATION: BUREAU OF ASSET MANAGEMENT

PERIOD: October 28, 2008 to Until Filled

DUTIES:

The Comptroller serves as the investment advisor of the City's five retirement systems (Systems) managing over \$100 billion invested through more than ninety external managers, with growing allocations to private equity. Reporting directly to the Chief Investment Officer, the Managing Director of Private Markets will oversee the investment activity of non-publicly traded assets with current commitments of over \$6 billion dollars. Growing allocations include private investment partnerships, direct investments, real estate, economically targeted equity and other alternative assets. Duties include, but are not limited to the following:

- Oversees all administrative and investment related issues in the non-publicly traded investment portfolios, and supervises staff of investment analysts and officers;
- Oversees the performance monitoring, evaluation and relationship management for private equity and economically targeted investments. Interacts with Systems' investment consultants to optimize the performance of this part of plan portfolios.
- In conjunction with the Director of Risk Management, oversees analysis of non-publicly traded portfolio risk and return. Informs Chief Investment Officer and Trustees of new opportunities for performance enhancement or risk reduction in response to market developments, and oversees implementation of new strategies;
- Evaluates new private market sectors, and assist the Systems in assessing their appropriateness for investment by the New York City funds. Conducts research on investment issues that impact the portfolio;
- Structures programs and represents the Comptroller in negotiations regarding potential private market Investment products. Oversees the analysis and evaluation of non-traditional investment products;
- Makes recommendations to the Chief Investment Officer and Systems of the plans on asset allocation, investment strategy, selection and termination for and

among private market investments and other alternative assets, and design programs to meet those targets;

- Participates in special projects that impact the total NYC Pension Funds' portfolio;
- Maintain and promote investment industry best practices. Interact with other public fund investment counterparts.

QUALIFICATION REQUIREMENTS:

Graduate degree, MBA strongly preferred, from an accredited college in economics, finance, accounting, business or public administration, or a closely related field and three (3) or more years of progressively responsible full-time professional experience managing private equity, alternative, and/or targeted investments with a financial organization, or similar experience at a consulting firm with experience in private equity, or in a closely related field, 18 months of which must have been in a managerial, administrative or supervisory capacity; **or**

BA/BS degree from an accredited college in economics, finance, business or a closely related field and five (5) years or more of progressively responsible full-time experience as listed above, 18 months of this experience must have been in a managerial, administrative or supervisory capacity as described above.

Chartered Financial Analyst preferred. Strong interpersonal skills expected.

Interested candidates should submit a **detailed cover and two copies** of their resume in confidence to:

**New York City Office of the Comptroller
Personnel Division – Vacancy # 08-32
One Centre Street – Room 710
New York, New York 10007**

OR

Email a copy of their cover letter and resume with the VACANCY NUMBER IN THE SUBJECT LINE to: Recruitment@comptroller.nyc.gov

Equal Opportunity Employer M/F/H/V

NYC residency required within 90 days of appointment.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five (5) work days.