

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Investment Officer (Economically Targeted Investments)
Salary:	\$80,000 - \$95,000
Bureau/Division:	Economic Development
Period:	June 10, 2015 - Until Filled

JOB DESCRIPTION

The Office of the New York City Comptroller, Bureau of Economic Development seeks a motivated and detail oriented individual for its Economically Targeted Investments unit. The mission of the Bureau of Economic Development is to leverage the authority and responsibilities of the Office of the Comptroller to create new and sustainable opportunities for the economic growth and development of the City of New York and its people. The Economically Targeted Investments (“ETI”) program seeks investment opportunities that are not only expected to deliver risk-adjusted market rates-of-returns for NYCRS, but also to generate collateral benefits to the City. ETIs are designed to address market inefficiencies by providing capital or liquidity to under-served communities and populations City-wide.

Reporting directly to the Director of Economically Targeted Investments (ETI), the responsibilities of the Investment Officer include, but are not limited to the following:

- Working with the ETI team to administer and analyze ETI portfolio investments, including but not limited to processing forward commitments, increases and decreases in outstanding commitments, prepayment requests, satisfactions, and cancellations; responding to inquiries from lenders about program mechanics and eligible products;
- Managing the internal execution process of tendering mortgages, including assisting the General Counsel’s office with review of mortgage and other documents;
- Working with the investment team, other Agency staff, and the Systems’ consultants to identify, review and evaluate prospective investment opportunities; conducting due diligence on investment opportunities; overseeing development of internal database of prospective investment opportunities; developing framework for analyzing the historical financial and collateral benefit track record of prospective investment opportunities and other analyses; constructing financial models and performing technical analyses;
- Assisting the investment team, the General Counsel’s office, and consultants in negotiating terms and conditions of new investment agreements and other related contracts; and preparing and presenting decision-making documents for internal Investment Committees and Boards of Trustees;
- Compiling collateral benefit data from ETI investments and producing the Quarterly Collateral Benefit Reports to be presented at Boards of Trustee meetings; and ensuring that the reports are produced in a complete, accurate, and timely manner; maintaining internal databases for tracking investments, commitments, and collateral benefits;
- Monitoring and managing the portfolio of existing investments to ensure compliance with the terms of the agreements and other contracts; developing framework for analyzing

the financial and collateral benefit performance of existing investments; constructing financial models and performing technical analyses; monitoring reports from custodian bank, servicers, and other partners to ensure accurate reporting in financial statements, quarterly reports, notices of distributions, capital calls and investment valuations;

- Processing capital calls and distributions; reviewing and making recommendations on amendment requests, consent notices and other contract changes; participating in limited partner advisory committee meetings, annual meetings and quarterly update calls; and
- Performing related assignments or special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in business administration, economics, finance, or a closely related field and three (3) or more years of full-time satisfactory experience in a financial services organization, with progressively increasing responsibility for complex financial transactions and considerable exposure to Asset Management (fixed-income, real estate, etc.) or similar experience at a consulting firm or in closely related area; **or**
2. BS/BA degree from an accredited college or university and five (5) or more years of full-time satisfactory professional experience as listed above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Access).
- Sound writing skills, as well as interpersonal, and organizational skills.
- Ability to independently work, manage and prioritize multiple task and projects.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

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

POSTING DATE: June 10, 2015	POST UNTIL: Until Filled	JVN: 015/015/072
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The NYC Comptroller's Office is an Equal Opportunity Employer