

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director - Diversity, Equity & Inclusion and Emerging Manager Strategy
Salary:	\$120,000 – \$140,000
Bureau/Division:	Bureau of Asset Management
Period:	February 25, 2022 - Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolios of the New York City Retirement Systems (Systems) totaling over \$270 billion in assets. The portfolio is managed primarily by external investment managers and is largely invested in publicly-traded securities with additional allocations to private equity, real assets, hedge funds, and opportunistic fixed income investments.

Reporting to the Chief ESG Officer and working closely with the Bureau of Asset Management staff, the responsibilities of the position include, but are not limited to:

- Develop strategies and recommendations, in collaboration with asset class teams, on how BAM can continue to expand engagement with and increase allocations to Minority and Women-owned Business Enterprises (MWBE) and emerging investment managers;
- In collaboration with asset class teams, participate in sourcing and diligence of MWBE and emerging managers, as required; work in collaboration with the BAM Investment Team to achieve objectives for engagement and interaction with prospective and existing MWBE and emerging manager firms;
- Work collaboratively with the Economically Targeted Investments (ETIs) Team to address and promote equity in ETI structures and investments by identifying best practices in the industry and developing thought leadership among institutional investors; work with the Corporate Governance Team to devise shareholder strategies to increase diversity, promote racial and gender justice;
- Conduct analysis, assessment and quarterly reporting for the CIO, Chief ESG Officer and asset class teams regarding utilization of MWBE and emerging investment managers, using a variety of metrics including number of managers, assets, and fees paid in each asset class by race, ethnicity, gender and additional categories as may be required;
- Work collaboratively with BAM to identify suppliers, vendors and service providers with diverse backgrounds and capabilities; ensure that prospective external investment managers receive timely feedback on the status of their consideration and evaluation from the BAM Investment Team;
- Work with BAM to provide support to prospective and existing external investment managers of the Systems in business processes with the City; represent BAM at various industry events and meet with external stakeholders with the objective of expanding BAM's network of MWBE and emerging investment managers and service providers;
- Work in collaboration with the CIO and BAM staff to have an active presence in diverse investment management networks and to communicate and carry out BAM's Open-Door policy for all investment managers, including MWBE and emerging managers;
- Supervise Minority, Women and Disabled Veteran – Owned Broker Program brokerage staff person and program at BAM; plan and coordinate BAM's annual Emerging & MWBE Manager Conference; and, perform other related assignments or special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college or university with major studies in business, finance, economics or a closely related field and five (5) or more years of progressively responsible experience in an investment or client services role for a comparable financial services organization; **or**,
 2. A graduate degree from an accredited college or university in the fields mentioned above and three (3) or more years of progressively responsible experience described in "1" above; **or**,
 3. A satisfactory equivalent of education and experience mentioned above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- MBA, CFA, or CAIA;
 - Knowledge and skills related to institutional investment management and experience in leadership or organizing roles with diversity, equity and inclusion programs;
 - Strong organizational and presentations skills with the ability to represent the Systems and BAM appropriately to diverse groups;
 - Ability to work both independently and collaboratively in a team environment; self-motivated with the ability to prioritize, meet deadlines and manage changing priorities;
 - Strong writing, analytical, quantitative and oral communication skills, including Microsoft Office suite proficiency (Excel and PowerPoint).
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy. We appreciate every applicant's interest; however, only those under consideration will be contacted. Certain residency requirements may apply. Under Executive Order 75, all new City employees are subject to mandatory vaccination requirements. Vacancy notices listed as "Until Filled" will be posted for at least five workdays.

POSTING DATE: February 25, 2022	POST UNTIL: Until Filled	JVN: 015/022/048
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The NYC Comptroller's Office is an Equal Opportunity Employer