

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Director, Diversity and Inclusion</b>
<b>Salary:</b>	<b>\$110,000 – \$130,000</b>
<b>Bureau/Division:</b>	<b>Asset Management</b>
<b>Period:</b>	<b>January 2, 2018 – Until Filled</b>

**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 \$191 billion in assets as of October 31, 2017. 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 directly to the Chief Investment Officer (CIO) and working closely with the Bureau of Asset Management staff, the responsibilities of the position include, but are not limited to:

- Develop recommendations to the CIO on how BAM can continue to expand engagement with and utilization of Minority and Women-owned Business Enterprises (MWBE) and emerging manager firms;
- Support the BAM Investment Team to achieve objectives for engagement and interaction with prospective and existing MWBE and emerging manager firms for the Systems;
- Conduct analysis, assessment and reporting for the CIO and Asset Class teams regarding utilization of MWBE and emerging manager firms;
- Ensure that all prospective external investment managers receive timely feedback on the status of their consideration and evaluation from the Investment Strategy staff;
- Work with BAM to provide support to prospective and existing external investment managers of the Systems in business processes with the City;
- Represent BAM in various industry activities with the objective of expanding BAM's network of investment managers and service providers;
- Work in cooperation with the CIO 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;
- Coordinate BAM's annual Emerging Manager Conference;
- Under the direction of the CIO, collaborate with the Bureau of Administration to develop and implement a strategic plan for workplace diversity in BAM; and,
- Perform other related assignments or special projects as may be required.

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## 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;
  - Experience in managing funds for institutional accounts;
  - Experience in leadership or organizing roles with diversity and inclusion programs;
  - Strong communication skills, with the ability to represent the Systems and BAM appropriately to diverse groups;
  - Ability to work both independently and in a team environment;
  - Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities.
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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy.

**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.

<b>POSTING DATE:</b> January 2, 2018	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/018/039
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