



**DPFP Position Description for: Investment Analyst**

**Reports to:** Chief Investment Officer

**Location:** Dallas, TX

**Organization Overview**

The Dallas Police and Fire Pension System (DPFP or The System) is an independently governed component unit of the City of Dallas and serves to provide retirement, death and disability benefits to police officers and firefighters employed by the City. The System serves approximately 10,000 members and beneficiaries. The investment fund is valued at approximately \$2.0 billion and includes investments in public and private equity, fixed income, credit, real estate, and natural resources. The portfolio is transitioning from a significant allocation to illiquid assets to a more traditional pension allocation with a greater emphasis on public market assets. More information can be found at <https://www.dpfp.org/>.

The System is administered by an 11-member Board of Trustees, which meets at least monthly, and by their appointed Executive Director. An Investment Advisory Committee composed of trustees and outside investment professionals meets at least quarterly to review investments and provide advice to the Board. Investments are primarily managed by external investment firms with oversight and monitoring from internal investment staff and the external investment consultant (Meketa).

DPFP strives for a positive and productive team-oriented environment; encouraging open communication, feedback, collaboration, and treating each other with honesty and respect.

**Key Responsibilities**

The primary role of the Investment Analyst (Analyst) is to support the operation and monitoring of the \$2 billion investment fund. A key part of this role will be learning all the operational functions required to administer the fund and assuming responsibility for some of these functions. This will increase reliability and investment team productivity. While these tasks are often routine, in that they occur frequently and/or periodically, they require a detailed understanding of investment custody, reporting, accounting, and management. The Analyst will also be assigned investment-related projects geared toward understanding and improving investment risk and performance. The Analyst will work under the direction of the Chief Investment Officer or other senior investment staff but is ultimately expected to carry out their responsibilities with minimal supervision. The Analyst will also be an active contributor to the Investment Team process with independent opinions and recommendations.

Curiosity and professional development are important aspects of this role. The Analyst will be expected meet with investment management firms and participate in investment webcasts and conferences to foster a robust perspective of investment opportunities and risk. Over time, the Analyst is expected to develop the knowledge and skills necessary to assume primary oversight responsibility for specific DPFP investments. Experienced candidates may be considered for an expanded role.

### **Essential Duties**

- Initiating, tracking, verifying, and reporting, investment expenses, fees, capital calls, distributions, and custodial bank transactions and directives.
- Updating Excel models used for tracking cash, performance, and fees.
- Verifying reporting accuracy and consistency across multiple platforms (investment manager, custody bank, and investment consultant).
- Tracking and evaluating investment manager reporting and performance.
- Tracking and verifying compliance with the DPFP Investment Policy Statement.
- Tracking and verifying investment manager compliance with applicable policies and contracts.
- Preparing and reviewing staff presentation materials.
- Assisting in preparation of the audit and annual report.
- Communicate relevant investment information to the Accounting Department.
- Participate in, evaluate, and document meetings with investment managers.
- Participate in investment team meetings.

### **Key Attributes**

- Strong commitment to highest ethics and integrity.
- Ability to learn and grow.
- Ability to absorb and evaluate complex investment information and develop an opinion.
- Strong written communication skills. Analyst must be able to distill complex investment information and opinions into effective memos and presentations.
- Strong verbal communication skills. Analyst must be able to communicate problems, opportunities, and opinions with conviction, clarity, and conciseness.
- Ability to give and take constructive criticism.
- Attention to detail with a priority on error-free work product.
- Time management and reliability – Must be able to keep track of numerous responsibilities and complete work when due.

### **Qualifications**

- A bachelor's degree from an accredited four-year college or university.
- Knowledge and understanding of investment theory and practice.
- High functional skill with Microsoft Excel. Analyst must be able to understand, administer, and troubleshoot complex spreadsheet models.
- Prior investment work experience is preferred.

### **Salary and Benefits**

Salary will be commensurate with education and experience. Our benefits package includes defined contribution retirement plans (401a and 457), health, dental, life, short- and long-term disability insurance, health savings accounts, paid vacation, holidays, sick time, a wellness program, and free parking.

### **Application**

Interested parties should email their resume to [resume@dpfp.org](mailto:resume@dpfp.org).