

Job Title: Portfolio Manager Lead – Private Market Real Estate

Reports To: Senior Portfolio Manager – Private Alternatives

Department: Private Alternatives

Division: Investments

Number of Openings: 1

Pay Range: \$\$196,414.40 - \$245,523.20 with opportunity to participate in the OPERS Incentive Compensation Program

FLSA Status: Exempt

Accepting Applications: 01/28/2021 – 02/11/2021, or until filled

Accepting Applications Internally: Yes

Accepting Applications Externally: Yes

*Please read the [OPERS Personal Trading Policy](#) prior to applying. All candidates must be able to abide by the policy in order to be considered for employment.

SUMMARY: This position is responsible for the leadership, development and enhancement of the real estate program and team in order to achieve the best risk adjusted returns and targeted alpha. A high priority is placed on the utilization of data analytics and technology to evaluate strategies, investment structures, and performance attribution. The Portfolio Manager Lead participates in evaluating other private alternative strategies, and tactical asset allocation for the Plan. Currently the private real estate program invests through three channels: open-end commingled funds, closed-end funds, and separate account relationships. The Portfolio Manager Lead may be required to develop new manager relationships for direct co-investments, co-investments with closed-end funds or new separate accounts. Domestic and international travel is required.

ESSENTIAL FUNCTIONS:

1. Evaluates, recommends, and implements the portfolio structures, strategies and tactical allocations including considerations of risk and returns, as well as discusses potential investment themes and opportunities.
2. Responsible for the evaluation and coordination of inputs for the commitment pacing models and communicates findings and investment pacing recommendations to senior management.
3. Leads and coordinates due diligence and monitoring of private real estate investments, including written assessments, reports and investment decision presentations, to ensure robust data analytics and performance analysis and attribution.
4. Facilitates staff's understanding of legal agreements and negotiation skills
5. Recommends enhancements to and is accountable for compliance of the Private Market Real Estate Policy.
6. Maintains knowledge of private real estate markets, macro and micro economic conditions and capital markets to form and justify investment recommendations.
7. Leads the coordination with internal and external parties including managers, general and limited partners, consultants, intermediaries and internal staff.
8. Performs other duties as assigned.

Leadership

1. Communicates complex ideas and concepts in a clear and succinct manner.
2. Sets priorities for projects and coordinates work activities to ensure the effective utilization of staff's time and talents; and works with private alternatives team to take a holistic approach to sharing resources.
3. Builds and maintains collaborative relationships throughout the organization.
4. Creates and facilitates staff's development through written plans and mentoring; serves as a role model to staff.
5. Partners with manager and human resources on workforce planning, compliance, performance management, and corrective action.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS

Education

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| • High school diploma or GED | • <input checked="" type="checkbox"/> Required |
| • Bachelor's degree | • <input checked="" type="checkbox"/> Required |
| • MBA or Master's degree in related field | • <input checked="" type="checkbox"/> Preferred |

Qualifications

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| • Excellent communication skills - written and verbal | • <input checked="" type="checkbox"/> Required |
| • Strong organizational skills | • <input checked="" type="checkbox"/> Required |
| • Ability to perform and understand mathematics for economic, investment and portfolio management | • <input checked="" type="checkbox"/> Required |
| • Ability to embrace and adapt to ever-changing investment and organizational environments | • <input checked="" type="checkbox"/> Required |
| • Strong problem-solving skills and an ability to deal with a variety of situations where only limited standardization exists | • <input checked="" type="checkbox"/> Required |
| • Excellent communication skills - written and verbal | • <input checked="" type="checkbox"/> Required |

Experience

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| • 8 years of commercial real estate investment experience | • <input checked="" type="checkbox"/> Required |
| • 5 years of direct or indirect experience managing a staff of investment professionals | • <input checked="" type="checkbox"/> Required |

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| <ul style="list-style-type: none"> • PC proficient, with intermediate to advanced knowledge of MS Windows operating system; MS Word; MS Excel; MS PowerPoint; Internet Explorer (browser software) and MS Outlook | <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required |
| <ul style="list-style-type: none"> • Experience with relational databases or private market software | <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Preferred |

Certifications/Licenses

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| <ul style="list-style-type: none"> • Chartered Financial Analyst (CFA) highly preferred; CAIA preferred | <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Preferred |
| <ul style="list-style-type: none"> • Within six months of hire, the candidate must meet the eligibility requirements to be licensed as a State Retirement System Investment Officer (SRSIO), which requires either: <ol style="list-style-type: none"> 1. Having achieved a passing score on one of the following: <ol style="list-style-type: none"> a. Series 63 exam administered by the Financial Industry Regulatory Authority (FINRA) b. Series 65 c. Series 66 d. Level One of the Chartered Financial Analyst designation, or 2. Earning and being in good standing with the organization that issues any of the following credentials: <ol style="list-style-type: none"> a. Chartered Financial Analyst b. Chartered Financial Consultant, c. Chartered Investment Counselor d. Certified Public Accountant with a personal financial specialist designation | <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required |

Physical Requirements* (if applicable)

*Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR.

DISCLAIMER: The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required. The Ohio Public Employees Retirement System (OPERS) is an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit, and business

need. Postings are typically available for five business days. OPERS retains the right to change, update, close and/or otherwise modify this job posting at its discretion for any reason and at any time.