

Aloha!

Thank you for your interest in the Investment Officer (Diversifying Strategies) position with the Employees' Retirement System Investment Branch in downtown Honolulu.

If you are interested in applying for this position, please submit a cover letter and resume to: diana.gomes@hawaii.gov and/or kristin.varela@hawaii.gov by May 22, 2026.

We look forward to hearing from you.

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Job Title: Investment Officer (Diversifying Strategies)
Position Number: 124005
Department: Budget and Finance
Division: Employees' Retirement System
Office: Investment
Geographic location: Downtown, Oahu

II. INTRODUCTION

The Employees' Retirement System (ERS) is a multi-billion-dollar public pension fund that administers the retirement benefits program for State and County government employees, i.e., all State Executive Branches, University of Hawaii, the Department of Education, Judiciary, the Hawaii Health Systems Corporation, City and County of Honolulu, as well as the Counties of Hawaii, Kauai, and Maui (which includes the islands of Molokai and Lanai). The ERS administratively attached to the Department of Budget and Finance and is governed under the policy and executive direction of its Board of Trustees. It operates under the provision of HRS, Chapter 88, and Title 6 of the Department of Budget and Finance Administrative Rules and Regulations.

The Investment Office plans, organizes, executes, and administers the investment-related activities of the ERS in accordance with approved policy guidelines and applicable Hawaii Revised Statutes. The investment portfolio currently constitutes a diversified mix of investment strategies, across liquid and illiquid markets, with the strategic mission to obtain a reasonable return on investments consistent with the preservation of principal, while maintaining sufficient liquidity to react to the changing environment and to pay benefits when due.

Under the direction of the Chief Investment Officer (CIO), the Investment Officer (Diversifying Strategies) is responsible for leading the selection, oversight, and ongoing evaluation of external investment managers across the Diversifying Strategies (DS) portfolio. This includes strategies within the Liquid Defensive (Duration, Systematic Trend Following, and Defensive Return Capture/Tail Risk hedging), Liquid Diversifying (Global Macro and Relative Value strategies), and Illiquid Diversifying (Insurance-Linked, Idiosyncratic strategies) components, all of which collectively serve to stabilize the total fund, reduce drawdowns during market crises, and enhance long term portfolio resilience. The Investment Officer plays a critical role in ensuring these strategies are effectively implemented, properly governed, and aligned with ERS's long term investment objectives, risk parameters, and liquidity needs.

ERS, 09/22/2023

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

The primary functions of this position are to: (1) lead manager selection, underwriting, and oversight processes for Diversifying Strategies portfolios; (2) monitor portfolio exposures, risk factors, and market dynamics to support efficient capital allocation and portfolio construction; (3) strengthen governance oversight through improved documentation, standardized monitoring, and active manager engagement; (4) implement a structured, repeatable framework for assessing performance, cost, and risk alignment; (5) maintain proactive collaboration across internal teams and external partners to ensure diversified, liquid, and stable portfolio outcomes; and (6) contribute to ERS's strategic planning and risk management initiatives as part of the Manager Risk functional team under the Chief Investment Officer.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Portfolio Management and Implementation [1,2,3] 40%

- Lead implementation and monitoring of Liquid Defensive, Liquid Diversifying, and Illiquid Diversifying strategies.
- Oversee manager selection, underwriting, and ongoing monitoring to ensure adherence to strategic, risk, and performance objectives.
- Maintain comprehensive manager documentation, ensuring all decisions are supported by quantitative and qualitative analysis.
- Evaluate capital efficiency and portfolio risk contribution to ensure DS strategies collectively achieve their stabilizing role in the Total Fund.
- Support portfolio pacing and liquidity management in coordination with the CIO, Deputy CIO, and risk team.
- Conduct periodic portfolio reviews, attribution studies, and performance diagnostics.

B. Manager Selection and Oversight [1,2,3] 30%

- Lead due diligence and negotiation processes for new and existing managers, including investment, operational, and legal evaluations.
- Structure mandates and partnership terms to enhance alignment, governance rights, and cost efficiency.
- Participate in LPACs and other governance forums to ensure ERS's position as an informed and active fiduciary.

- Maintain a concentrated, high conviction roster of managers that reflects ERS's values, strategic goals, and performance standards.
 - Lead onboarding and termination processes in coordination with legal counsel, consultants, and operations.
- C. Risk Management and Governance [1,2,3] 15%**
- Identify and mitigate unintended concentration, factor overlap, and liquidity risk across DS strategies.
 - Collaborate with the Risk Officer to integrate DS exposure analysis into total portfolio reporting and risk budgeting.
 - Support the development of manager conviction ratings and integrate those into rebalancing and allocation decisions.
 - Maintain proactive oversight of leverage, liquidity, counterparty exposure, and derivative use.
 - Lead governance improvements through documentation standardization, reporting enhancements, and policy updates.
 - Maintain and update the procedures manual.
- D. Leadership and Collaboration [1,2] 5%**
- Mentor and guide junior staff and analysts within the Manager Risk team.
 - Collaborate across asset class teams to ensure a cohesive total portfolio perspective.
 - Contribute to staff development, process improvements, and cross functional training.
 - Represent ERS at industry events and maintain professional relationships with peers and institutional investors.
- E. Innovation and Continuous Improvement [1,2] 5%**
- Act as a strategic thought partner to the CIO and senior investment leadership on Diversifying Strategies and industry best practices.
 - Drive process enhancements in manager selection, monitoring, and documentation.

- Develop new tools, models, and analytical frameworks for assessing risk adjusted efficiency.
- Contribute to organizational initiatives aimed at modernizing investment governance and portfolio construction practices.

F. Miscellaneous [1,2] 5%

- Make presentations to the Board of Trustees and ERS management as requested and respond to their investment inquiries as necessary.
- Serve as a voting member of the Internal Investment Committee.
- Attends conferences, seminars and other professional development trainings locally, nationally and internationally, as approved or requested.
- Performs other duties as assigned.

Essential Functions

Reasons:

- [1] The performance of this function is the reason that the job exists.
[2] The number of other employees available to perform this function is limited.
[3] The function is highly specialized, and the employee is hired for special expertise or ability to perform this function.

Evidence Used in Determining Essentials Functions Considered:

The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor

Pos. No.: 106275 **Class Title:** Chief Investment Officer

B. Nature of Supervisory Control Exercised Over the Work

Instructions are limited to general guidance and direction to specify priorities, and the results expected. The employee is required to plan and carry out the necessary work activities independently. The employee takes care of all aspects of the work independently but is expected to inform the supervisor when unforeseen events or circumstances occur. The supervisor checks all work in

progress periodically to be sure that it is progressing satisfactorily and that the correct methods and procedures are being followed.

C. Nature of Available Guidelines Controlling the Work

A. Policy and Procedural Guides

The following policy and procedural guides provide technical and administrative requirements for the execution of responsibilities:

Pertinent Hawaii Revised Statutes
Board of Trustees Investment Policy, Guidelines and Procedures Manual
Pertinent Hawaii Administrative Rules
B&F Rules and Regulations, Title 6
Governor's Administrative Directives and Executive Memorandums
Comptroller's Directives and Circulars
State Procurement Office directives
Principles and Practices of Accounting and Auditing
Internal Revenue Code and Income Tax Regulations

B. Use of Guidelines

Guidelines cover most situations. The employee is expected to know and apply pertinent laws, rules and regulations, policies and procedures, directives, and other related guidelines applicable.

V. RECOMMENDED QUALIFICATIONS REQUIREMENTS

A. Knowledge of:

Institutional portfolio management principles including diversifying, defensive, and hedge fund strategies.

Manager selection and due diligence in investment, operational, and legal areas.

Risk management concepts including portfolio construction, leverage, and liquidity management.

Asset allocation, capital pacing, and multi asset portfolio integration.

Contract negotiation and governance frameworks for external manager oversight.

Fiduciary standards and public fund investment regulations.

Advanced analytical and quantitative methods applicable to investment evaluation.

B. Skills/Ability to:

Lead and manage diverse business functions within a financial or public institution.

Plan, prioritize, and execute multiple projects simultaneously, including cross-department initiatives.

Conceptualize and articulate complex financial, business, and operational information clearly and concisely.

Demonstrate sound judgment in evaluating risks, implementing controls, and advising senior leadership.

Navigate legal and contractual issues related to financial or business agreements, working effectively with outside counsel when needed.

Communicate effectively in writing and orally, including presentations to boards, executives, and staff.

Provide leadership to staff by organizing and reviewing work products, directing projects, mentoring, and fostering professional growth.

Maintain confidentiality, integrity, and ethical standards in a fiduciary or public-service environment.

Grasp new concepts quickly and apply them effectively to investment, financial, or operational contexts.

Maintain a high level of organization and attention to detail while balancing competing priorities.

C. Education:

Graduation from an accredited four-year college or university with a bachelor's degree in finance, economics, business administration, public administration, accounting, or a related field.

D. Experience:

At least seven years of progressively responsible professional experience in institutional investment management, preferably within public or multi asset portfolios.

Experience in hedge funds, alternative strategies, or portfolio risk management is highly desirable.

Additional education or relevant graduate level training may substitute for years of experience.

VI. DESIRABLE QUALIFICATIONS

Graduate degree (MBA, MPA, JD, or similar) from an accredited university.

Professional certifications such as Chartered Financial Analyst (CFA), Chartered Financial Analyst or Chartered Alternative Investment Analyst (CAIA), or Financial Risk Manager (FRM) (completed or in progress).

Experience in manager research, operational due diligence, or total portfolio strategy.

Demonstrated success in manager negotiations, risk oversight, or governance leadership.

Experience working within or with public pension systems, Outsourced Chief Investment Officers (OCIOs), or large institutional allocators.

VII. TOOLS, EQUIPMENT AND MACHINES

Personal computers with peripherals and software Microsoft Office Suite, Bloomberg Terminal, Burgiss, eVestment, MSCI Total Portfolio Management (Caissa), Albourne Castle, and similar analytical systems.

Common-use of office equipment and machines such as phones, calculators, copy and facsimile machine.

VIII. WORKING CONDITIONS– SEE SUPPLEMENT TO POSITION DESCRIPTION

Incumbent may need to work beyond normal work schedule and travel to neighbor islands and/or mainland as needed.