



DIRECTOR OF INVESTMENT OPERATIONS

The Montana Board of Investments (the Board) directs the investment activity and administration of over \$16 billion in state assets, including pension, trust, and local government funds. The Director of Investment Operations serves as an integral member of the Investment Team defining, creating, and maintaining an effective investment platform for monitoring, reporting, evaluating, and managing assets overseen by the Board of Investments. The position reports to the Board's Chief Investment Officer.

Responsibilities

The Director of Investment Operations manages the day-to-day interactions with the custodian bank as it relates to the structure of the investment accounts, ongoing flows between accounts, and performance measurement of the accounts. Additional duties include:

- Leading the data capture and integration efforts to improve the investment process.
- Interaction with legal counsel to review investment contracts.
- Collaborating with the Deputy Director to develop the annual budget.
- Coordinating the preparation of standard and ad hoc investment materials presented to the Board or the Board's Senior Management.
- Coaching and mentoring team members to understand and execute best-in-class investment operational procedures.

Qualifications and Requirements

- Must be self-motivated and have a strong interest in investment operations.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Demonstrated success in thinking both analytically and strategically, implementing change, and functioning effectively as a team member.
- Experience with developing and implementing policies and procedures.
- Organized with a strong attention to detail, and the ability to manage multiple projects and objectives. Ability to handle pressure situations while meeting strict deadlines.
- Four year degree plus eight years of experience related to investment, financial, or legal fields within an institutional setting such as pension, insurance, foundation, or endowment.

The office of the Board of Investments is in Helena, Montana, the state capital. This position offers the successful candidate the opportunity to work with a respected organization in a collaborative work environment, while enjoying a small city culture in a beautiful state with immediate access to world class outdoor activities. The Helena school district is one of the best in the state of Montana. In addition, Helena has been identified as "one of the best small arts towns in America."

The expected salary range for this position is \$140,000-\$160,000. Qualified applicants should send a cover letter describing their interest in the position along with a resume via email to:

MBOIDIRINVOPS@mt.gov. More information regarding the Montana Board of Investments can be obtained at <http://investmentmt.com/>. This position is open until filled.