



Private Equity – Portfolio Manager or Senior Portfolio Manager

Tennessee Department of Treasury

To apply, submit your resume to: Treasury.Resumes@tn.gov

The Tennessee Department of Treasury is seeking a Portfolio Manager or Senior Portfolio Manager to support the private equity investment program of the Tennessee Consolidated Retirement System (TCRS). The position will depend upon the experience and credentials of the successful candidate.

This position on the private equity investment staff reports to the Director of Private Equity and collaborates with a small team of professionals to manage the TCRS private equity program. The private equity portfolio is targeted to be 10% of the TCRS portfolio and is comprised of private equity and venture capital investments.

The Treasury Investment Division is comprised of over thirty professionals responsible for the investment of \$51 billion in defined benefit pension fund assets, \$10 billion in short term assets, \$1 billion in endowment funds, and for providing investment support to over \$5 billion in self-directed investment portfolios (401k/457/ORP). The team is a fully integrated part of the Treasury Department, which has over 300 employees. The State Treasurer is elected by the Tennessee General Assembly for a two-year term in January of odd numbered years. For more information on the Tennessee State Treasury Department, including annual reports and performance reports, please refer the following website: www.treasury.tn.gov.

Essential responsibilities will include:

- Advise on the private equity program's strategy over time.
- Consult and advise on administrative and portfolio management processes.
- Assist with monitoring portfolio investments and maintaining relationships with current General Partners (GPs).
- Perform sourcing, due diligence, selection, and closing of new fund commitments.
- Participate in frequent discussions with internal staff and external private equity consultant.
- Generate recurring and ad hoc reports on the private equity program.
- Conduct special projects as determined by the Director of Private Equity and/or Chief Investment Officer.
- Liaise with internal divisions and external vendors for legal, accounting, and other critical support functions.
- Communicate frequently with governance stakeholders.
- Travel to annual meetings, conferences, and due diligence visits.

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Treasury is looking for the following characteristics:

Minimum qualifications include a Bachelor's degree, proven oral and written communication skills, either an MBA, the CFA designation or the CAIA designation, and at least five (5) years of investment management experience (private equity experience is preferred).

The successful candidate will be energetic, self-reflective, and a team player who demonstrates a commitment to adhering to the highest standards of professional ethics and state and federal law. This individual must be able to work within a state government environment and interact frequently with the Investment Division's governing bodies. The ideal candidate will possess proven oral and written communication skills and a track record of being organized and self-disciplined.

Each applicant should provide an email address for timely communication. Finalists for this position will be expected to agree to, and provide information for, a comprehensive background check.

To apply, submit your resume by January 31, 2019 to: Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.

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