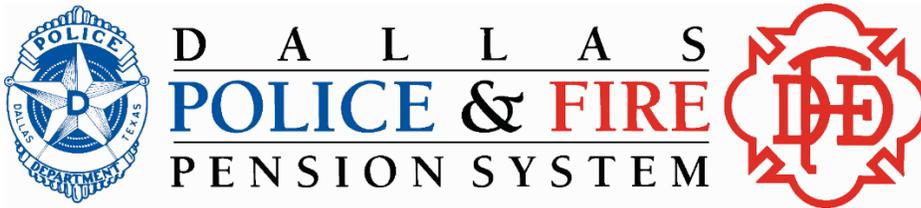


POSITION SPECIFICATION FOR:

Investment Analyst



May 2025

Investment Analyst

Reports to: Chief Investment Officer

Location: Dallas, Texas

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 System is administered by an 11-member Board of Trustees, which meets at least monthly, and by its appointed Executive Director. An Investment Advisory Committee (IAC) composed of trustees and outside investment professionals, meets quarterly or more often, to review ongoing investment performance and initiatives.

Investment Staff & Portfolio Overview

The direct DPFP Investments Staff consists of the Chief Investment Officer (CIO), Deputy CIO, and Investment Officer. The DPFP portfolio is valued at approximately \$2B with investment assets being managed by more than 20 external investment managers across Public Equity, Fixed Income, Public Credit, Private Credit, Private Equity, Real Estate, Natural Resources and Infrastructure.

DPFP partners with Meketa (investment consultant) and Albourne (private markets consultant) and recently transitioned custodial banking services to BNY Mellon.

Below are links to supplementary organizational and investment information on the DPFP website:

- [Investment Policy Statement](#)
- [Board of Trustees](#)
- [Investment Advisory Committee](#)
- [Recent Investment and Performance Reports](#)

Position Overview

The Investment Analyst will play a key role on the investment team, contributing to the oversight of external investment managers, operational processes, performance reporting, and portfolio analytics. The Analyst will work across asset classes (public and private) and support a wide range of responsibilities, from investment research to operational diligence and Board reporting.

This is a full-time, in-office role located in Dallas, Texas.

Key Responsibilities

- **Investment Oversight and Analysis**
 - Monitor and evaluate assigned external investment managers' performance, portfolio and adherence to guidelines.
 - Conduct due diligence and help source new investment opportunities in coordination with consultants.
 - Assist in developing independent views and investment recommendations for new strategies.
 - Review and summarize manager reports and maintain organized investment documentation.
- **Operational Support & Reporting**
 - Track and reconcile investment expenses, fees, capital calls, and wires.
 - Ensure consistency across reporting platforms (custodian, managers, and consultants).
 - Assist in the valuation and reconciliation process for private and alternative assets.
 - Prepare and review monthly, quarterly, and annual performance reports.
- **Board and Committee Engagement**
 - Support the preparation of materials for Board and IAC meetings.
 - Assist with Trustee/IAC education and ongoing investment updates.
 - Draft and review the investment section of the DFPF Annual Report.
- **Investment Team Contribution**
 - Participate actively in investment team meetings and contribute research and insights.
 - Take on ad hoc investment and operational projects as needed.

Key Attributes

- Strong analytical and communication skills (written and verbal).
- Initiative, attention to detail, teamwork and accountability are required to be successful in this position.
- Ability to investigate, collect, and analyze information for accuracy, consistency and conformity with established policies.
- Time management and reliability – Must be able to keep track of numerous responsibilities and complete work when due.

Professional Experience/ Qualifications

- **Education:** Bachelor's degree in Finance, Accounting, Business, Economics or related field.
- **Professional Experience:** 0 to 5 years of experience in institutional investing, investments operations, reporting or accounting.
- **Technical Skills:** Strong proficiency in Microsoft Excel (ability to troubleshoot complex models). Familiarity with custodial banking platforms, performance reporting systems, and investment databases (eVestment or similar) is a plus.

Compensation & Benefits

Salary is competitive and commensurate with experience. Benefits include:

- Mandatory participation in TMRS (cash balance defined benefit plan).
- Voluntary 457 deferred compensation plan.
- Comprehensive health, dental, vision, life, and disability insurance.
- Health savings and flexible spending accounts.
- On-site fitness facility, paid vacation, holidays, sick leave, and free parking.

Application

Interested parties should email their resume to ryanw@dcpf.org. Please include "Investment Analyst" in the subject line.