



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**

**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Deputy Director of Investment Analysis and Due Diligence  
**Division:** Fiscal  
**Salary:** Commensurate with experience  
**Location:** Chicago, Illinois

**Overview:** The Deputy Director of Investment Analysis and Due Diligence is responsible for conducting due diligence and monitoring for external program managers/funds for the investment programs of the Office of the Illinois State Treasurer, including, but not limited to, the College Savings Program, Secure Choice Savings Program, Technology Development Accounts (TDA) I and II, and Achieving a Better Life Experience (ABLE) Account. This position will utilize best practices to continually measure investment performance, evaluate externally managed investment programs and advise senior management as to the performance and continuing appropriateness of investment managers, policies, objectives, and management structures.

**Duties and Responsibilities:**

- Measure investment performance results and evaluate investment programs, including, but not limited to, the College Savings Program, Secure Choice Savings Program, Technology Development Accounts (TDA) I and II, and Achieving a Better Life Experience (ABLE) Account.
- Researches, develops and cross-references investment program performance with pertinent benchmarks and targets.
- Lead investment and operational due diligence, conducting extensive qualitative and quantitative due diligence on approved external managers.
- Attends quarterly, annual and special onsite due diligence meetings with program managers.
- Maintains a comprehensive understanding of the investment policies of the Treasurer's Office, relevant statutory requirements, and other pertinent operating guidelines to ensure effective analysis, reporting, and compliance.
- Communicates and advises the Chief Investment Officer as to the performance and continuing appropriateness of each investment manager, creating reports, summarizing findings, developing recommendations, and presenting analyses to senior management in a clear, concise, convincing, and actionable format.

**Education and Work Experience:**

Bachelor's degree in accounting/finance/economics or a related field, required; Master's Degree in business/finance/economics preferred; five (5) or more years of experience in areas of financial analysis, investments, finance, project managements and/or a related field; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to carry out the duties of the position.

**Certificates and Licenses Required:**

Chartered Financial Analyst (CFA) preferred, with knowledge of GAAP, GASB, and FASB accounting and reporting requirements.

**Application Process:** Send completed application including letter of interest and resume via email to:  
**Deputy Chief of Staff for Human Resources & Equal Employment Opportunity**  
**Email: [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)**

**Equal Employment Opportunity Employer.**  
**Applicants must be lawfully authorized to work in the United States.**

State Capitol  
Room 219  
Springfield, IL 62706  
Phone: (217) 782-2211  
Fax: (217) 785-2777  
TTY: (866) 877-6013

James R. Thompson Center  
100 West Randolph Street  
Suite 15-600  
Chicago, IL 60601  
Phone: (312) 814-1700  
Fax: (312) 814-5930  
TTY: (866) 877-6013

Illinois Business Center  
400 West Monroe Street  
Suite 401  
Springfield, IL 62704  
Phone: (217) 782-6540  
Fax: (217) 524-3822  
TTY: (866) 877-6013

Myers Building  
One West Old State Capitol Plaza  
Suite 400  
Springfield, IL 62701  
Phone: (217) 785-6998  
Fax: (217) 557-9365  
TTY: (866) 877-6013