



New York State Teachers' Retirement System
10 Corporate Woods Drive
Albany, New York 12211-2395
(800) 356-3128 or 447-2666 (Albany-area calls)
Web Site: www.nystrs.org
Thomas K. Lee, Executive Director

Human Resources Department
(518) 447-2906

Manager of Fixed Income

Duties

The incumbent will assist in both the development and implementation of fixed income portfolio(s) strategy, portfolio construction, and risk management. Key responsibilities include:

- Participating in NYSTRS' asset allocation process, planning as it relates to the implementation of the fixed income portion of the asset allocation plan, identifying areas of relative value across fixed income sub-asset classes that are within Fixed Income's investment universe and mandate, assemble a plan to execute said strategy and oversee implementation of the plan.
- Performing due diligence on external fixed income money managers that arise due to new investment mandates in various fixed income sub-asset classes such as global bonds, high yield, and bank loans.
- Implementation includes analyzing asset classes and specific securities, evaluating money manager capabilities and performance and overseeing portfolios and trade execution
- Supervise and provide direction to staff in the management of both short term and long term fixed income portfolios.
- Oversee the professional development of staff.
- Participate in the monitoring of agent lender managed securities lending program, with a focus on the collateral reinvestment component and in the selection of future agent lenders via RFPs.
- Participate in NYSTRS Internal Investment Committee meetings, NYSTRS Board and Investment Advisory Committee meetings.
- Participate in the review and preparation of fixed income related investment policy manuals, consolidated annual report financial reporting information and periodic information disseminated to the NYSTRS Board.
- Handle administrative duties and oversee new and existing initiatives including identification and evaluation of existing and new technology (both fixed income analytical and trading platforms), the annual budgeting process, and overseeing

relationship building with fixed income counterparts as well as review and approve new fixed income counterparts.

Minimum Qualifications

Bachelor's degree in finance, accounting, business administration, economics, mathematics, statistics or engineering **or** a Bachelor's degree in any discipline **combined** with an Master's in Business Administration, Master's in Finance or Master's in Accounting.

10 years managing fixed income portfolios and/or actively selecting and monitoring external fixed income managers in an institutional setting. A minimum of 5 years experience must have been gained managing and/or monitoring fixed income portfolios in excess of \$1 billion.

Five years of supervisory experience with a proven ability to develop and coach staff and work in a collaborative environment.

Highly Preferred

- Experience analyzing, monitoring and/or executing or directing the execution of investment trades in multiple fixed income sub-asset classes including: corporate, government & agency, mortgage backed securities and money market instruments
- Familiarity and knowledge of non-core fixed income assets (i.e., high yield bonds, asset backed securities, leveraged loans, covered bonds, fixed income derivatives)
- Thorough understanding of the economic factors that significantly impact the fixed income markets and returns.
- Functional in the use of technology such as Bloomberg, Trade Web, CMS BondEdge (or similar portfolio analytical tools such as The Yield Book and Point), Market Axess and Excel in the analysis and/or execution of fixed income purchases, sales and portfolio management.
- Operational knowledge of fixed income derivatives.
- Broad understanding of fixed income asset classes.
- Experience with quantitative Fixed Income portfolio management.
- Comprehensive understanding of risk management platforms and tools.
- Strategic thinking.
- Proven ability to manage during times of financial market turmoil.
- Demonstrated progress toward Chartered Financial Analyst designation.

The System

Founded in 1921, the New York State Teachers' Retirement System is a self-sustaining public corporation, responsible for administering the fund from which all public school teachers, outside of New York City, receive their retirement allowance. A ten member Board oversees the activities of the System. Our staff manages a multi-billion dollar investment portfolio and services over 400,000 active and retired members. We are located in Albany, New York and boast a state-of-the-art office building providing easy access to all points in the Capital District via Interstate 90.

Our Vision

To be the model for pension fund excellence and exceptional customer service.

How to Apply

Complete and file:

- [NYSTRS' employment application](#)

Mail completed employment application to:

NYSTRS/HR, 10 Corporate Woods Drive, Albany, NY 12211

Please note that although you may include a resume with your application, you must still fill out the application completely. A resume will not be accepted as a substitute, in whole or part, for a completed application.

Inquiries regarding vacancy postings, minimum qualifications, or application procedures may be made by e-mail to strsrecruitment@nystrs.state.ny.us.

You can reach us by phone at (518) 447-2906.

Our Commitment to Diversity

NYSTRS is committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures.

NYSTRS is an equal opportunity employer.