

INVESTMENT MANAGER/DEPUTY ADMINISTRATOR

Job Description

It is the policy of the Marianas Public Land Trust, Commonwealth of the Northern Mariana Islands that the MPLT shall apply and administer the hiring of staff according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origins.

Applicants for this position must be a U.S. Citizen or eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: Investment Manager/Deputy Administrator

ANNOUNCEMENT NO.: MPLT VAC 2025-001

OPENING DATE: January 13, 2025

CLOSING DATE: February 14, 2025

SALARY: Pay Level/Grade: Ungraded Step(s): Ungraded \$75,000 - \$130,000 per annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays.)

LOCATION: Marianas Public Land Trust, Saipan

SUMMARY:

The primary responsibility of the Investment Manager includes a wide range of activities aimed at optimizing MPLT's investment portfolios. The Investment Manager shall closely monitor market activity, conduct research, and analyze financial data to make informed investment decisions. The Investment Manager as a Deputy Administrator shall be designated as Administrator in the absence of the Administrator to oversee the overall operation and administration of the Marianas Public Land Trust.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Portfolio Management

- Develop and manage MPLT's portfolio to ensure alignment with the Investment Policy Statement (IPS).
- Monitor performance.
- Ensure compliance with risk and regulatory requirements and IPS.
- Monitor and compare performance with benchmarks and peer groups.

Investment Analysis and Research

- Conduct financial analysis to identify investment opportunities.
- Monitor daily market trends, economic indicators, developments and financial news to guide investment decisions.
- Evaluate current investment performance and prospective investments and advise Trustees on any suggested changes to portfolio.

Strategic Planning

- Develop strategies to maximize and minimize the risks in accordance to IPS.
- Provide forecasts to support MPLT's financial planning.
- Monitor and propose new Diversified Local Investments (DLI) opportunities.

Reporting and Communication

- Analyze and present investment performance reports to Trustees.
- Provide recommendations on potential investments.
- Primary point of contact and manage relationship with external investment consultant/advisors.
- Provide Trustee's Weekly market updates.
- Provide ongoing investment training to Trustee (twice a year).

Asset Allocation

- Provide recommendations on asset allocation strategies.
- Provide cash flow investment management recommendations.
- Monitor liquidity and cash flow requirements of MPLT.
- Provide training to Trustees on different asset classes and update the Trustees on market trends on portfolio allocation percentages.

Due Diligence

- Conduct due diligence on potential opportunities.
- Interview potential managers (inside/outside RJ universe).

Policy Development

- Assist in drafting and maintaining the investment policy statement.
- Implement best practices and ethical standards in investment management.
- Hold annual Asset Allocation Study workshops with Trustees.

Compliance

- Monitor to ensure investments comply with legal, regulatory and ethical standards.
- Work with internal financial officer, legal counsel and investment consultant in reviewing investment practices.
- Monitor financial news with regards to MPLT's asset holdings and service providers and immediately report any potential impacts to the Trustees.

Other duties as assigned/requested by the Trustees/Administrator.

JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by a person authorized to give instructions or assignments.

FORTY (40) HOUR WORK WEEK:

The Marianas Public Land Trust (MPLT) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with

disabilities. To perform this job successfully, the incumbent (s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

JOB REQUIREMENTS:

This position may require the applicant to perform some travel, evening and weekend work.

MINIMUM EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree in Finance, Economics, Accounting or Business Administration from US Accredited Postsecondary Institution.
- Three years' work-related experience and two years' experience in investment portfolio/management.
- Desirable: Chartered Financial Analyst or Certified Financial Planner or Registered Investment Advisor.