



## NEW HAMPSHIRE RETIREMENT SYSTEM Career Opportunity

### Investment Generalist II

***Interested and qualified applicants please submit resumes to the  
NHRS Human Resources team via email at [careers@nhrs.org](mailto:careers@nhrs.org)***

**Position Title:** Investment Generalist II

**Functional Area:** Investments

**Date Established:** 10/23/2025

**Title of Supervisor:** Head of Private Markets    **Date of Last Amendment:** None

**NHRS Position Band:** P

**Collective Bargaining Unit Status:** In-Unit

**FLSA Status:** Non- Exempt

**Supervises:** None

#### **SCOPE OF WORK:**

The Investment Generalist II for NHRS is responsible for supporting the Head of Private Markets in the management and oversight of the fund's investment portfolio. This role involves a wide range of tasks, from manager recommendation, investment due diligence, research and analysis, performance monitoring and analytics reporting, with a focus on ensuring NHRS meets its long-term return and risk objectives to fund future pension benefits. The Investment Generalist II will assist in the implementation of investment decisions made by the Independent Investment Committee (IIC) and Board of Trustees, under the supervision of the Head of Private Markets. This position regularly interacts with the organization's investment managers and advisors, investment consultant, and various service providers. Investment Generalists are required to contribute to the development and improvement of investment policies, guidelines, and procedures for the NHRS Trust Fund.

#### **ACCOUNTABILITIES:**

##### **Investment Activities**

- Assist in Monitoring fund investments at NHRS in both public and private market asset classes with an emphasis on one or the other.
- Participate in the analysis, research, and interview of prospective investment managers and service providers.
- Evaluates and recommends action with regard to investment proposals.

- Actively sources and identifies attractive investment opportunities through relationships with private market fund managers, investment banks, and other industry participants.
- Develops and maintains a robust network of contacts in the investment community to facilitate deal sourcing, diligence and reference calls on investment managers.
- Under the supervision of the Head of Private Markets, conducts the underwriting of public and private market mandates through supervised on-site and off-site quantitative and qualitative due diligence on potential investment opportunities, evaluating investment track record, the investment thesis, management team, financial projections, and risk factors.
- Prepares and presents investment memorandums and recommendations for investments opportunities to the Independent Investment Committee, Board of Trustees, and other relevant stakeholders.
- Recommends both short and long-term strategies and approaches for the NHRS investment program.

### **Research & Analysis:**

- Generate reports, special analysis, and ad hoc projects as necessary in support of program objectives and decision-making by management, the Investment Committee, or the Board of Trustees.
- Analyzes asset allocation compared to policy targets and proposes plans for rebalancing as necessary.
- Maintains knowledge of both public and private markets, with an emphasis on one or the other and awareness of macro and micro economic conditions to evaluate investment recommendations.

### **Operational Activities:**

- Evaluate potential investment mandates and strategies from an operational due diligence perspective and review the independent assessment of operational risk to accompany the investment recommendation to the IIC.
- Supports investment operations in asset-class specific actions, analysis and/or reporting, including but not limited to trading cost analysis; proxy-related matters; class action litigation; corporate governance issues; and similar matters.
- Identifies areas of improvement in the program, policies, guidelines, or procedures and recommends appropriate corrective action.
- Assist in the oversight of the annual service provider disclosure filings, investment-related database and records for the investment department.

### **Oversight & Monitoring:**

- Monitors and analyzes investment performance, portfolio characteristics, and investment activity, assessing their alignment with the asset class investment objectives and identifying potential risks or opportunities.

### **Investment Analytics:**

- Implements effective risk management practices to mitigate risks associated with manager or fund investments, including manager and strategy risk, credit risk, liquidity risk, leverage levels, and other operational risk items.

- Evaluates investment performance in both public and private markets, with an emphasis on one or the other, utilizing investment analytical systems, custodian reporting platforms, or analysis prepared by the investment consultants or investment managers.

**Relationship Management:**

- Serves as the primary liaison for assigned investment managers and service providers.

**Other**

- Other appropriate and related duties as assigned by supervisor.

**LEADERSHIP ALLOCATION:**

Strategic: 30%

Tactical: 40%

Transactional: 30%

**QUALIFICATIONS:**

**Education:** Bachelor level degree from a recognized college or university with a major in business administration, economics, finance or another related field. Graduate degree preferred.

**Experience:** Four years of investment-related professional experience, or significant, demonstrable finance-related professional experience which includes career progression in manager selection/relationships. Public-sector pension fund administration and/or public-sector managerial experience are desirable.

**Professional Designations:** CFA, CPA, or equivalent professional designation is beneficial, but not required

**License:** Valid driver's license preferred.

**Special Requirements:**

- Assigned diligence of manager mandates, investment research projects, oversight of manager mandates
- Attention to detail, research-focus, and critical thinking.
- Knowledge of manager diligence in either or both public and private market sectors, depending on experience
- Knowledge of investment operations, principles and techniques of investment analysis, economic, statistical, accounting, and business practices.
- Experience in either or both public and private market sectors, capital deployment, manager diligence, investment analytics
- Ability to write and interpret financial/investment reports, policies and procedures.
- Ability to drive tactical objectives under the direction of the CIO and Head of Private Markets
- Investment Team mentoring of junior members
- Self-development
- Tactical relationship on Investment Team members

## **OTHER REQUIREMENTS:**

### **Physical Requirements:**

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly).
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly).
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly).

### **Work environment/ Conditions:**

- Dayshift hours primarily, although overtime may be required in meeting project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.
- This position may require in-state and out-of-state travel and the ability to work on a flexible schedule, including periodic evening and weekend hours.