



**Exhibit B**  
**Position Description**  
**Vice President and Chief Investment Officer**

**Position Statement:**

The Chief Investment Officer (CIO) is responsible for development, maintenance and oversight of the University's strategic financial investments program; advises the President, Development & Investment Committee and Senior Vice President for Business and Finance (SVP) on the university's investment policy and investment reporting as well as the organizational structure of the investment department, to ensure that assets are well diversified to optimize returns, while controlling risk.

**Summary of Duties:**

Develops and oversees investments functions for the university including creation and implementation of investment organization, policies, procedures, reporting and performance metrics; recruitment and selection of staff; selection and oversight of investment managers; development of asset allocation models; serves as primary advisor to the President, Development and Investment Committee and Senior Vice President for Business and Finance.

**Detailed Duties and Responsibilities:**

- 25% Responsible for establishment and maintenance of a financial and operational processing environment that is focused on ethical standards and appropriate internal controls. This should include, but not be limited to, appropriate segregation of duties in the processing of every financial transaction, appropriate mandatory approvals, appropriate procedures to maintain effective custody over University resources, appropriate monitoring and oversight, appropriate mandatory reconciliations and strict adherence to Ohio Ethics Law. Oversee the departmental general business functions (e.g., budgeting, personnel, and procurement) within University policies and procedures; recruit and hire the required investment professionals and support staff.
- 25% Advises President, Development and Investments Committee and Senior Vice President for Business and Finance on issues and activities related to the University's investment portfolio and its performance.
- 25% Maintains an investment manager search process to ensure appropriate use of investment consultants and internal resources resulting in utilization of best practices in manager evaluation and selection. Evaluates investment managers and recommends changes, if necessary, to re-balance assets, and terminate and hire managers to ensure managers and

investment mandates align with the investment policy. Reviews and develops recommendations as to the appropriate benchmarks for the current asset allocation. Develops performance metrics and provides performance reporting.

25% Establishes relationships within the global investment community (e.g., investment managers, investment consultants) to ensure the University has access to best-in-class research and managers.

### **Qualifications and Experience**

Bachelor's degree in accounting, economics, finance, business or a related field required, Master's Degree and CFA certification preferred. Demonstrated progressive responsibility in investment management and administration with experience building a performance driven investment organization and a demonstrated track record of hiring, training and retaining investment professionals. Generalist investment knowledge and experience across all asset classes, with a preference for strong experience in alternative asset classes (including but not limited to private equity, real estate, hedge funds). Experience leading and endowment or foundation with investment organizations that are externally managed is preferred.