



FIREFIGHTERS' PENSION INVESTMENT FUND

1919 S. HIGHLAND AVE. • BUILDING A, SUITE 237 • LOMBARD, IL 60148

Position: Member Services Officer & Office Manager

Employer: Firefighters' Pension Investment Fund

Reports to: Executive Director

Salary Range: \$50,000 - \$80,000

Date: March 24, 2021

Responsibilities

The Member Services Officer (MSO) is responsible for being the daily point of contact for participating pension funds; providing communications support to senior Firefighters' Pension Investment Fund (FPIF) staff; and managing the administrative operations of the FPIF. Will report directly to the ED and indirectly to the COO.

The MSO will have the following specific responsibilities, which shall include, but not be limited to:

1. Serve as the primary point of contact for participating pension funds.
2. Manage other staff, including full time, contractual, or temporary, assisting with member services and communications.
3. In cooperation with the COO, coordinate communications between FPIF and participating pension funds.
4. Provide administrative support to FPIF.
5. Coordinate travel arrangements for the Board and staff.
6. Prepare, track and process expense reports.
7. Manage the FPIF calendar, including Board and Committee meetings.
8. Manage the office. Monitor the functionality of office software and advise COO of issues.
9. Under supervision of COO, act as day-to-day contact with the landlord, utility providers, and office equipment suppliers. Assist COO in ensuring that the FPIF office is fully functional and up to date.
10. Provide administrative support to the Board and its committees.
11. Other duties as required or assigned.

Requirements

- Experience as a pension fund administrator or similar public sector experience required.
- Bachelor's degree preferred.
- Strong writing, communications, and interpersonal skills required.
- Willingness to work in a small office environment required.
- Applied knowledge of Office 365 required.

Applications

Persons interested in applying for the position should submit a cover letter and resume via email to information@ifpif.org.