



KANSAS CITY PUBLIC SCHOOL RETIREMENT SYSTEM

EXECUTIVE DIRECTOR POSITION SPECIFICATIONS

CLIENT

Our client is the **Kansas City Public School Retirement System (KCPSRS** or the “**System**”). The **System** is a cost-sharing multiple-employer defined benefit pension plan which was established by the General Assembly of the State of Missouri and is exempt from the requirement of the ERISA act of 1974. **KCPSRS** is designed for employees of the School District of Kansas City, Missouri, the Kansas City Public Library, charter schools within the boundaries of the Kansas City, Missouri School District, and **KCPSRS** itself. The **System** is financed by employee contributions, contributions from the employers (School District, Public Library, charter schools and **KCPSRS**) and earnings from investments.

The **System** provides service or disability retirement benefits, optional survivor benefits, and refunds of employee contributions plus interest for members who do not qualify for benefits. Reciprocity of retirement credit is available for some members who transfer to or from other public school retirement systems in Missouri. Credit for service in other public school systems outside Missouri or in private schools may be purchased under certain conditions. All employees participate in the Social Security system as well as the **System**.

The **System’s** mission is to “fulfill the expectation of a secure retirement for employees of Kansas City’s School District, charter schools, and Public Library.” In pursuit of this mission, **KCPSRS** is guided and informed by these four core values:

- **Fiduciary Stewardship** – We are legally and ethically responsible to our members to safeguard the assets that provide for their future financial security.
- **Accountability** – Our principle obligation and concern is the security of member assets through efficient operations and prudent investment decisions.
- **Transparency** – We ensure openness in all aspects of governance and operations for our members and community.

- **Member Focused** – We strive to make all decisions in the best interests of our members. All of our work begins with the question, *“Is it good for our members?”*

Responsibility for governance of the **System** is vested in the twelve-member **Board of Trustees**. The Board also establishes policy. The twelve members are selected as follows:

- The active members of the **System** elect four active employees to the Board.
- The retirees of the **System** elect two retired members.
- The School Board appoints four members.
- The Library Board appoints one member.
- The twelfth member is the Superintendent of Schools for the School District.

Except for the Superintendent of Schools, who serves in an ex-officio capacity, all members serve four-year terms.

KCPSRS is a defined benefit retirement system that uses salary, length of service, and age at retirement to determine retirement benefits. As of December 31, 2022, the **System** held assets of approximately \$626.7 million with a funded ratio of 68.4%. The assumed rate of return is 7.25%. **KCPSRS** holds a diverse mix of assets with target allocations as follows:

U.S. Equity	22.50 %
Multi-Asset Class	13.50 %
Real Estate	12.00 %
International Developed Equity	12.00 %
Emerging Market Equity	10.00 %
Core Fixed Income	10.00 %
Private Equity	7.50 %
Hedge Fund of Funds	5.00 %
Global Fixed Income	5.00 %
High Yield Bonds	2.50 %
	<u>100.00 %</u>

Time-weighted investment returns, net of fees, for the year ended December 31, 2022 were -12.4%. Assets are managed by external managers under the oversight of the **KCPSRS** Board, staff and investment consultant, Segal Marco Advisors.

The **System** serves just over 4,300 active members with total System membership at 11,778. Members contribute 9.00% while, effective January 1, 2020, employers now contribute 12.00% of covered salary.

The **System’s** staff, all of whom report to the **Executive Director**, consists of five full time budgeted staff positions in addition to the Executive Director -. Current staff include a Benefits Administrator & Educator, a Business Operations Generalist, and a Benefits Data Analyst.

ABOUT KANSAS CITY, MISSOURI

Located in the Heart of America at the confluence of the Kansas and Missouri Rivers, Kansas City, Missouri is the largest city in Missouri in both population and area. Kansas City straddles the state line between Missouri and Kansas and the entire metro area population is roughly 2.5 million. The City enjoys a well-deserved reputation for livability with relatively low housing costs, a robust performing arts scene, professional sports (including the defending NFL world champion, Kansas City Chiefs), a diverse array of superb restaurants, and spectacular entertainment. The City's history of strong neighborhoods gives the community a gracious and welcoming feeling that transcends its large city status.

Kansas City has a rich history of supporting the cultural arts and enjoys a beautiful Performing Arts Center in downtown Kansas City. The City hosts several renowned art museums, and offers numerous opportunities for theater-goers. More than a dozen hospitals serve the region. In addition, Kansas City is dedicated to transforming the area into a center for excellence in life sciences research, and has established the Kansas City Area Life Sciences Institute, a nonprofit organization jointly funded by the Kansas City Civic Council and the Kansas City Area Development Council.

Kansas City is or has been home to numerous corporate headquarters, including Hallmark Cards, H & R Block, DST Systems, Inc., Black and Veatch, Kansas City Southern Industries, and American Century to name just a few. The Kansas City economy is multifaceted, with a healthy retail sales base.

The Kansas City area is ranked by several national publications as one of the best places to live and work in the United States. The City offers short commutes, affordable cost of living, and an exceptional quality of life.

RESPONSIBILITIES

Reporting to the **Board of Trustees**, and under authority and the policies delegated and approved by the Board, the **Executive Director** serves as a fiduciary of the **System** and will also hold the officer position of Secretary of the Board of Trustees. The Board delegates broad authority to the **Executive Director** for implementing the Board's policies and long-term objectives. The **Executive Director** is responsible for the administration and management of **KCPSRS** including coordinating daily operations, managing (hiring, terminating, supervising) all other **KCPSRS** staff and managing relationships with various investment managers and other external service providers. The **Executive Director** leads a staff of 5 and oversees a \$2.2M operating budget.

The **System's** general investment consultant is Segal Marco Advisors. Actuarial consulting services are provided by Cavanaugh Macdonald Consulting, LLC.

The **Executive Director** has broad responsibility for the following:

Administration and Operations

- Providing services to active members, retirees and beneficiaries
- Ensuring accurate and timely payment of retirement and other benefits to members and retirees
- Implementing the **Board's** Governance, Investment, Benefit Administration, and Employment policies
- Hiring, supervising, monitoring, evaluating and, when necessary, taking disciplinary action or terminating staff
- Monitoring and approving all expenses of the **System**
- Reviewing and approving new retiree benefit calculations, withdrawals, and other benefit transactions
- Implementing the **Board's** investment directives and managing relationships with asset consultant and investment managers
- Planning for the **System's** necessary cash flow needs with the help of the asset consultant
- Overseeing wire transfer instructions to/from custodian bank and local bank, investment distributions, capital calls, and transmissions to custodian bank
- Working with the **System's** actuary to provide annual valuations and intermittent experience studies
- Working the **System's** auditor and **KCPSRS** staff on the annual audit
- Working with the **System's** asset consultant on quarterly investment reporting, intermittent asset/liability reports, and investment policy stipulations
- Preparing and monitoring the **System's** budget
- Providing training and development of the **System's** employees
- Ensuring adequate succession planning
- Working with the **System's** outside attorneys on business and benefit issues, including review of policies and, if needed, drafting of legislation
- Working with the **System's** legislative consultant on all legislative matters
- Completing fiscal notes for Missouri legislative research
- Developing and executing operational and long-term strategic plans
- Ensuring best practice, quality approaches to consistently deliver exceptional, well-coordinated and integrated member services
- Reviewing and executing investment manager contracts and other **System** vendor contracts
- Monitoring investment managers for performance and compliance with terms of contracts
- Working with the **System's** legal counsel to execute investment contracts and private partnership agreements
- Consulting with the asset consultant on total fund asset allocation and potential changes to investments

Communications:

- Handling all government affairs and media relations
- Corresponding with all employers regarding **System** issues including, but not limited to, contribution rates, actuarial valuations, audits, GASB statements, funding ratio, benefit issues, and information related to active members concerns and retirement education
- Corresponding with the Missouri Charter School Association

- Corresponding with the KC School District's Board and the Public Library's Board on their appointments to the **KCPSRS Board** and other issues that may arise
- Handling all affairs with various local and national retirement associations
- Overseeing the **System's** website content and updates
- Developing, writing and editing the **KCPSRS** newsletters for active members, retirees, and inactive vested members
- Frequent and regular communication with both active and retired members through meetings, social media, and other mediums.
- Preparing and publishing an Annual Comprehensive Financial Report (ACFR) and a summary annual report.
- Correspondence with representatives of the **System's** multiple investment manager firms and with prospective managers

Board Policies and Objectives:

- Developing agendas and materials for **Board** meetings
- Maintaining **Board** policies and monitoring legislation changes to ensure **KCPSRS** policies are updated appropriately
- Maintaining **Board** meeting minutes and other material in permanent record
- Ensuring all pertinent records are maintained
- Ensuring all **Board** policies are implemented
- Serving as Secretary on the **Board**
- Representing the **System** to outside parties or organizations
- Assisting the **Board** with monitoring of investment performance, at the total fund level and at the individual investment manager/fund level
- Ensuring the **Board** receives pertinent information to perform their due diligence of the **System's** investment program, including annual asset allocation review, 5-year asset allocation, periodic asset/liability study, annual consultant report of meetings with managers, and specific investment manager presentations to the **Board**
- Implementing the **Board's** decisions of hiring or terminating investment managers/funds
- Performs other duties as needed to administer the **System** and assist the **Board** in carrying out their duties

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university, with a preferred major in accounting, public finance, or business administration. A Master's degree in business administration or another related field is preferred.
- Management experience in the pension/retirement benefits industry is highly preferred.
- Experience working for and with a board; understanding of the appropriate roles and responsibilities of the Board and the Executive Director.
- Technological savvy to make the best use of technology to provide effective and efficient service to members, retirees and beneficiaries.
- Working knowledge of institutional investment concepts and principals.
- Experience with drafting requests for proposals, reviewing contracts and monitoring contract performance.

- Experience working with elected officials and media, serving as the external face of an organization.

PERSONAL CHARACTERISTICS

- A take charge personality. One who is solution oriented; anticipates problems and takes the initiative to solve them. Assumes responsibility and does not rely on directions of others to make decisions, although s/he works from a place of humility.
- Identifies and sets measurable and achievable goals for him/herself, staff, and operations.
- Understands his/her role in relation to the Board; bring decisions, recommendations and seeks approval when necessary from the Board. Confident enough to disagree and/or request clarification as needed.
- Vision – able to see the big picture, rather than just maintain with the status quo.
- A leader with demonstrated success working under the confines of the State legislative guidelines, stay abreast of legislative changes, State or local, that might have an impact on the **System**; establishes connections with leaders of other systems locally, in the State and nationally.
- A team player. Builds a team necessary to ensure continued operation of the **System**. Sets positive direction for the team and guides them in developing ownership, confidence, and commitment to their roles. Sets clear standards.
- Works with external counsel as needed to interpret and implement State statutes as relates to the **System**; recognizes the Board and staff's fiduciary responsibility to the **System**; and accepts the responsibility to raise a red flag when actions could give a contrary perception.
- Analytical – active in identifying actions needed to keep the **System** viable; identifies changes and lays out an action plan that keeps the Board apprised of its needs; anticipates problems, plans solutions, analyzes the impact to the System of the decisions s/he makes and the urgency/need for action. Understands when actions need to be elevated to the Board level.
- A leader well-versed in multiple aspects of public pension plan operation.
- Decisive. Confident in own abilities; knows his/her strengths and weaknesses and is not easily intimidated; able to layout his/her case; able to entertain outside opinions and negotiate a workable solution; when the decision is clear, makes it.
- A strategist who has demonstrated experience in devising and implementing a plan.
- A thoughtful leader that appreciates the importance of public perception and diligently works to maintain the integrity of the **System**.
- Exceptional communication skills evidenced in writing, speaking and listening.

COMPENSATION

The **System** will provide a competitive base salary dependent on the experience and qualifications of the successful candidate. A generous benefits package includes health, dental and vision insurance; supplemental life, disability and accident insurance; participation in the **System's** contributory defined benefit plan and eligibility to participate in the **System's** voluntary 457(b) Deferred Compensation plan; as well as, a generous paid-time-off policy. For candidates currently residing outside of the greater Kansas City metro area, the Board requires the **Executive Director** to reside within KCMO School District boundaries.

APPLICATION PROCESS

EFL Associates, an executive search firm, is assisting **KCPSRS** with this important search. All calls and inquiries should be made through the search firm representatives listed below. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

NON-DISCRIMINATION

Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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