



CITY OF EL PASO EMPLOYEES RETIREMENT TRUST EXECUTIVE DIRECTOR POSITION PROFILE

THE ORGANIZATION

The City of El Paso Employees Retirement Trust (“The Trust”) is a significant source of retirement security of City of El Paso, El Paso Water Utility, El Paso Metropolitan Planning Organization, and Camino Real Regional Mobility Association employees. Established in 1944, the Trust is a single-employer defined benefit pension plan governed by Chapter 2.64 of the El Paso Municipal Code and managed by a Board of Trustees. The Trust currently manages approximately **\$1 billion** in assets for **over 8,600 members**, including active employees, retirees, and beneficiaries, and is recognized for robust fiduciary standards and prudent investment management. The motto of the Trust is “Trust in a Secure Future,” which identifies the importance its members place on ensuring benefits are managed properly and efficiently.

For more information: www.eppension.org

TRUST BY THE NUMBERS (as of August 31, 2025)

Assets Under Management: \$1.061 billion

Participants: 8,601

- Active: 4,634
- Retired & Beneficiaries: 3,782
- Deferred: 185

Annual Benefits Paid: \$83 million

Funded Ratio: 77.8%

Unfunded Liability: \$300 million

Employer Contribution Rate: 14.05%

Employee Contribution Rate: 8.95%

Asset Allocation

- Domestic Equity: 30.6%
- International Equity: 22%
- Fixed Income: 20.5%

- Private Equity: 16.4%
- Real Estate: 9%
- Cash/Other: 1.5%

[Trust 2025 ACFR](#)

MISSION, VISION, AND CORE VALUES

The Trust strives to provide sustainable retirement benefits and services to current and future retirees. With a mission of providing defined retirement benefits, accurate benefits information, and exceptional customer service, the Trust operates with the following Core Values.

- **Accountability** – We must be transparent in our actions, decisions and results.
- **Loyalty** – We have a duty to serve in the best interest of our retirees and customers.
- **Integrity** – We will act in good faith and with honesty in all our actions.
- **Respect** – We will honor and consider the needs of our retirees, customers, trustees, and staff.
- **Care** – We will take ownership of issues and give attention to detail in all our actions.
- **Reliability** – We will work to maintain trust in our organization and will provide consistent, dependable results.

STRATEGIC OBJECTIVES

The Trust's Strategic Plan outlines the strategic goals they aim to achieve. Those objectives include:

- **Financial Sustainability**
- **Organizational Development**
- **Exceptional Service**
- **Security**

[Trust Strategic Plan](#)

GOVERNANCE AND KEY PARTNERS

Reports to: Board of Trustees composed of 9 members, including 4 elected employees, 3 appointed members, and 2 City Council Representatives

Key External Partners: Callan, BNY Mellon, Baker Tilly US, LLP, Gallagher

Investment Managers: Mellon, Newton, Wellington, Arrowstreet, BlackRock, Heitman, TA Realty, UBS, Adams Street, and Future Standard

THE OPPORTUNITY

Reporting to the Board of Trustees, the Executive Director serves as the chief executive, Board Secretary, and senior fiduciary for administration of the Trust. The leader will ensure excellent benefit administration; strong governance and policy execution; disciplined investment oversight with the consultant; clean audits and actuarial coordination; and proactive stakeholder engagement. The Executive Director leads a skilled team, cultivates an ethical, high-performance culture, and represents the Trust with credibility and transparency to members, the City, and the community.

Core responsibilities include:

Governance and Board Relations

- Serve as Board Secretary; attend and participate in board meetings; prepare accurate, complete agenda materials; ensure timely and compliant meeting administration and records
- Implement Board directives, policies, and investment guidelines
- Advise Board on fiduciary responsibilities
- Identify issues requiring Board consideration and action; provide sound analysis and clear recommendations
- Monitor legislative and regulatory changes, brief Board on impacts to funding, benefits, administration and operations
- Report regularly to the Board and advise on all matters that may impact the Trust, including performance of money managers and consultants
- Potential to serve as legal advisor to the board, if qualified

Member Services and Plan Administration

- Oversee end-to-end pension benefit administration and maintain active, deferred, retired, and beneficiary's member records
- Plan, develop, coordinate, and evaluate procedures and programs required in the administration of the pension plans
- Certify benefit payments, contribution refunds, and expense payments
- Perform/verify benefit calculations for normal, early, disability, survivor, and QDRO-related

cases

- Maintain accurate active and retired member records; ensure privacy and data integrity
- Communicate clearly with participants; develop service and education initiatives

Investments and Financial Stewardship

- Direct investment policy execution with the Board and investment consultant; monitor asset allocation, rebalancing, compliance, and manager performance
- Review and update investment guidelines as needed
- Review investments and custodian reports; resolve accounting and operational issues; monitor fee structures
- Provide input on actuarial assumptions, coordinate with actuary on valuations, experience studies, and funding policy
- Lead the annual audit process; maintain robust internal controls and timely financial reporting (ACFR, MD&A, PRB reporting)

Operations, Technology, and Compliance

- Continually update strategic goals and ensure compliance with State law, municipal code (Chapter 2.64), PRB requirements, and applicable federal standards
- Manage all administrative processes: budgeting, purchasing, contracting, claims, and personnel procedures
- Develop and maintain financial records and reporting; ensure accurate, timely ACFR and statutory filings
- Prepare and review regular and periodic legal documents: contracts, QDRO's, and other for approval by Board's Legal Counsel
- Oversee technology, records, and document management systems to improve service, security, and efficiency

People Leadership and External Stakeholder Relations

- Recruit, develop, and evaluate staff; set clear performance goals; ensure training and succession planning
- Liaise with agencies, money managers, consultants, custodian, auditor, actuary, and Board's legal counsel on all matters impacting the Trust
- Maintain constructive relationships with City leadership, external service-providing agencies,

- members, and other stakeholders; represent the Trust professionally in public forums
- Coordinate with outside legal counsel on matters affecting the fund's activities

DESIRED QUALIFICATIONS

- Bachelor's degree required
- Five plus years leadership experience with a pension system or other similar financial services organization
- Five plus years of fiduciary responsibility, investment strategy and oversight, actuarial concepts and methods, tax, finance or accounting experience, and governance experience required (preferably within pension/retirement benefits industry)
- Demonstrated success in leadership, staff development, and process improvement
- High emotional intelligence, superior communication, and relationship-building skills
- Proven track record of success with strategic planning, regulatory compliance, and stakeholder engagement
- Desirable credentials: JD, CPA and/or advanced degree in a related field, CFA

ESSENTIAL SKILLS AND KNOWLEDGE

General

- Investments, accounting, taxation, pension administration, and payroll/benefit systems
- Actuarial valuations, PRB reporting, audits, budgeting, and contract compliance
- Ability to review and manage legal documents (e.g., contracts, QDROs) and coordinate with outside counsel
- Strong communication (written and verbal) with the ability to translate complex topics for diverse audiences
- Proficiency with Microsoft 365 (Excel, Outlook, Word, Teams, PowerPoint) and the ability to learn Trust systems
- Strong organization, problem-solving, independent judgment, and the ability to manage multiple priorities and deadlines
- Ability to work both independently and collaboratively; maintain confidentiality and data

integrity

- Experience working with a board
- Ability to travel as needed

Leadership & Management

- Strategic thinker and planner; analytical, self-motivated, and solutions oriented
- Approachable and accessible; builds trust with staff, the Board, and stakeholders maintaining positive, effective relationships
- Comfortable engaging with active participants, retirees, and beneficiaries
- Effective delegator and mentor; fosters a positive, accountable, high-performance culture
- Well-prepared, fact-based decision-maker; consensus builder with sound negotiation and diplomacy

Stakeholder Relations & Communication

- Nurture relationships with the Board, county officials, member organizations, and external partners
- Oversee public communications and represent CEPERT in community and industry forums

Compliance, Reporting & Innovation

- Ensure strict compliance with pension laws, regulations, and internal controls
- Drive innovation in business processes and technology
- Collaborate with the investment consultant on asset stewardship and related reporting

COMPENSATION

- **Competitive Base Salary:** Salary will be competitive and commensurate with experience
- **Comprehensive Benefits package:**
 - Pension Plan participation
 - Health Insurance
 - Dental Insurance
 - Vision Insurance
 - Life Insurance

- Tuition Reimbursement
- Vacation and Sick/Personal Leave
- Wellness Program
- Auto Allowance
- Relocation Assistance may be available

ABOUT EL PASO



El Paso is a dynamic, diverse border community with a strong quality of life, affordable cost of living, abundant outdoor amenities, and a collaborative civic culture. With over 300 days of sunshine annually, residents enjoy year-round outdoor activities like hiking and biking. The unique blend of Texan, Western, and Mexican culture offers an authentic experience with rich cultural events and top-tier dining options.

Residents (and data sources) have ranked El Paso among the safest large cities in the United States. Known as the “Sun City”, it has a tight-knit community feel, combining the atmosphere of a large city with the friendliness of a small town.

[Learn more about living in El Paso](#)

APPLICATION PROCESS

CBIZ, an executive search firm, is assisting the **Trust** with this important search. All calls and inquiries should be made through the search firm. Applications will be held in confidence.

Please Apply here; [Executive Director](#)

NOTICE: In accordance with Texas Public Information Act, information from your application and/or resume may be subject to release to the public.

This is not a Civil Service Position. Successful applicant will be employed by the Board of Trustees of the City of El Paso Employees Retirement Trust. If you are currently employed by the City of El Paso, you will be required to terminate your current employment.

NON-DISCRIMINATION

Our client and CBIZ 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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