

JENNIFER V. KERR, MBA

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<Via Email: kforshey@eflassociates.com>

To Whom It May Concern:

I am responding to the position announcement for **Executive Director/Administrator for the City of Jacksonville Police & Fire Pension Fund**. I have a unique combination of knowledge, skills and abilities with experience over many years that match well with the requirements of this executive position. A copy of my resume accompanies this cover letter, and I would like to highlight here my qualities and credentials that are most relevant to the position.

While my resume provides specifics, my current and previous work experience has enabled me to develop to the highest level in those areas that are germane to the Executive Director/Administrator position:

- Currently serving as the Board's chief liaison with plan members, external money managers, consultants, actuaries, auditors, City officials and Council members, and other external stakeholders.
- Currently oversees an annual budget in excess of \$1 million and a staff of two.
- Experience working and reporting to multiple Boards of Trustees.
- Experience working with Fund members, elected officials, the media, and other stakeholders.
- Solid fiscal management skills, including a sound understanding of accounting principles/practices, budget development/management and capital markets.

From the description of what is needed of the Executive Director/Administrator level, I believe my credentials align very well with what the Board is seeking. I would be pleased to speak with you about my experience & expertise in greater detail at your convenience, or provide any additional information that would be helpful for you in assessing my qualifications.

Thank you and I look forward to hearing from you.

Sincerely,



Jennifer V. Kerr