



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Deputy Director of Secure Choice
Division: Financial Products
Location: Springfield or Chicago, Illinois
Salary: Commensurate with experience

Overview: The Deputy Director is responsible for ensuring the organizational and administrative effectiveness of the Illinois Secure Choice Savings Program (Secure Choice). The Deputy Director provides support for program implementation, and ongoing administration, marketing, and execution of the program. The Deputy Director conducts stakeholder outreach and builds relationships with business groups, financial institutions, and community advocates.

Duties and Responsibilities:

- Assists the Director of Secure Choice with program implementation and ongoing day-to-day management of the program.
- Collaborates with the Director of Secure Choice to develop and execute program growth, governance, and due-diligence strategies.
- Serves as the secondary liaison between the Secure Choice Board and the Treasurer's Office.
- Monitors performance of and reviews reports from program managers, consultants, and other program vendors, highlighting any items that require the attention of the Director.
- Manages communication with program managers and consultants.
- Manages division calendar, including conferences, and ensures timelines/targets are appropriately set and achieved.
- Conducts outreach and education efforts to build and sustain strategic relationships with constituencies, governmental partners, key communities, and influencers, related to the implementation and on-going management of Secure Choice.
- Drafts communication and marketing materials including news releases, media alerts, fact sheets, weekly newsletters, and flyers in conjunction with Communications staff.

Specific Skills:

- Bilingual (Spanish/English) is preferred.
- Exemplary written and oral communication skills and excellent organizational skills.
- Self-starter with the ability to lead multiple projects through to completion.
- Strong Excel skills and the ability to draw broad conclusions from detailed analyses.
- Familiarity with state-administered programs or retirement programs.
- Strong interpersonal and public speaking skills.

Education and Work Experience: Bachelor's degree in finance, business administration, and/or public policy, or related field; two (2) or more years of experience in an analytical, project management, or outreach/marketing role; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to

Chief Operating Officer @ HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

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