



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**  
JOB OPPORTUNITY ANNOUNCEMENT

**Job Title:** Director of College Savings  
**Division:** Financial Products  
**Location:** Springfield or Chicago, Illinois  
**Salary:** Commensurate with experience

**Overview:** The Director of College Savings is responsible for ensuring the Illinois State Treasurer's 529 College Savings Plans are prudently and appropriately managed. The director oversees the administration, marketing, and execution of the plans; and guiding College Savings staff. Attendance is an essential function of this position.

**Duties and Responsibilities:**

- Relationship manager between the Treasurer's office and the college savings program managers, consultants, and partners;
- Provide oversight of the program managers and any other contractors supporting the Treasurer's College Savings programs;
- Identify and secure outside advisors and manage the relationships;
- Provide leadership on all aspects of RFPs needed for the division;
- Determine and implement staffing needs for the division and review as appropriate;
- Report monthly to the IPC, and responsible for all information and training for IPC as it relates to College Savings;
- Interview, train employees, plan, assign and direct work, appraise performance, and provide feedback to employees;
- Monitor and evaluate staff activity and calendars, as well as perform administrative and management duties including mentorship and development of the staff;
- Review, update, and improve the Office's College Savings marketing collateral, and website, in conjunction with the programs' managers;
- Track the performance of the funds held in the Treasurer's College Savings programs;
- Seek potential marketing targets and marketing initiatives that further the participation in the Treasurer's College Savings program.

**Specific Skills:**

- Excellent supervisory, written and oral communication and organizational skills.
- Self-starter with the ability to take direction.
- Ability to manage multiple projects simultaneously and work in a team environment.
- Must possess strong interpersonal and public speaking skills and can promote financial products and services.

**Education and Work Experience:** Bachelor's degree in finance or any related field, graduate degree preferred; five (5) or more years of marketing or finance experience and four (4) or more years of management experience, OR any equivalent combination of education and experience that provides the required knowledge, skills and abilities to carry out 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](mailto:HR@illinoistreasurer.gov)**

[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](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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