



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Manager of Children's Savings Initiatives
Division: Financial Products
Location: Chicago, Illinois
Salary: Commensurate with experience

Overview: The Manager is responsible for ensuring the day-to-day administration of Illinois' children's savings account programs (Higher Education Savings Program). The children's savings account program is part of Illinois' 529 College Savings Pool (Bright Start/Bright Directions), and the manager will work closely with the Director of College Savings. Responsibilities include coordination with external program administrators and partners, outreach to families and local partner organizations, enrollment management, and other duties as assigned.

Duties and Responsibilities:

- Implement and manage the children's savings account program, including the quarterly enrollment of eligible children.
- Develop partnerships with external organizations for the purpose of providing targeted savings incentives.
- Assist the Director of College Savings Programs with program evaluation, compliance issues, program marketing activities, and adherence to applicable rules and regulations, including contractual, regulatory, and statutory requirements.
- Coordinate with program partners and contractors on the administration of the program and ensure compliance with applicable rules and regulations.
- Assist with internal reviews of all external auditing reports received and drafting and implementing internal policies and procedures.
- Educate staff and the general public on children's savings account programs, legislation, best-practices, trends and other relevant news.
- Produce regular reports and presentations on program performance for internal and external audiences.
- Serve as the point person for program-related constituent inquiries and coordinate meetings with constituents, partner organizations, and others as necessary.

Specific Skills:

- Exemplary written and oral communication skills, bilingual (English/Spanish) preferred.
- Strong program evaluation and data analysis skills.
- Ability to lead multiple projects concurrently through to completion.
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public.

Education and Work Experience: Bachelor's degree in public policy, business administration, finance, marketing or any related field; two (2) or more years of experience in a project management role, 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:

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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