



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

Job Title: Manager of Secure Choice
Division: Financial Products
Location: Springfield, Illinois
Salary: Commensurate with experience

Overview: The Manager plays a key role in ensuring the organizational, administrative, and procedural success of the Illinois Secure Choice Savings Program (Secure Choice). This position conducts stakeholder outreach and builds relationships with business groups, financial institutions, community advocates, among others. The manager provides essential assistance with the strategic execution of the program and in helping Secure Choice staff define problems, engineer solutions and oversee their implementation.

Duties and Responsibilities:

- Assists the Secure Choice staff with program implementation and ongoing day-to-day management of the program;
- Collaborates with the Secure Choice staff to develop and execute program growth, governance, and due-diligence strategies;
- Monitors performance of and reviews reports from program managers, consultants, external partners, and other program vendors, highlighting items that require escalation to higher authority;
- Manages communication with program managers and consultants;
- Performs administrative tasks as needed including managing division calendar and scheduling preparation and communication for all Secure Choice Board Meetings;
- 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;
- Assists with drafting requests for proposal, inter-governmental agreements, and contracts needed for the program.

Specific Skills:

- Exemplary written and oral communication skills and excellent organizational skills;
- Self-starter with the ability to lead and track multiple projects from inception through completion;
- Strong Excel skills and the ability to draw broad conclusions from detailed analyses;
- Strong problem-solving skills and the ability to see patterns and meaning in complexity;
- Significant analytic, relationship management, research, business and communication skills;
- Strong interpersonal and public speaking skills; and
- Bilingual (Spanish/English) is preferred.

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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