

## **DEPUTY EXECUTIVE DIRECTOR/CHIEF RETIREMENT OFFICER**

### **(NORTH DAKOTA RETIREMENT AND INVESTMENT OFFICE)**

**Posting timeline: March 9, 2020 to April 9, 2020**

**Hiring Salary Range: \$8,300 to \$13,000 per month**

**The ND Retirement and Investment Office (RIO) has an opening for a Deputy Executive Director/Chief Retirement Officer in their Bismarck, ND office. RIO offers rewarding work and career development opportunities including:**

- A comprehensive benefit package including fully-paid family health insurance, an excellent retirement plan, annual and sick leave, and a variety of voluntary insurance options:  
<http://www.nd.gov/hrms/jobs/benefits.aspx>
- Flexible work schedule.
- Small and casual work environment.

#### **Summary of Work:**

Administer the Teachers' Fund for Retirement (TFFR) pension program under the direction of the TFFR Board of Trustees in accordance with governing statutes and board policies established by the Board. Assist Executive Director- Chief Investment Officer in planning, supervising, and directing Retirement and Investment Office (RIO) programs and agency operations. The Deputy Executive Director-Chief Retirement Officer reports directly to the Executive Director, and functionally to the TFFR Board of Trustees.

#### **Key Responsibilities:**

- Plan, administer and oversee operations of the TFFR retirement program in accordance with governing statutes and board policies established by the TFFR board.
- Develop, implement, and evaluate long-range plans for the TFFR Board; develop and analyze legislative changes; interpret state and federal laws; and develop administrative rules, policies, and plans to administer the retirement program.
- Coordinate TFFR Board meetings, provide advice and recommendations to the Board, and bring appropriate issues and information to the Board's attention to enable trustees to make knowledgeable, well-informed decisions.
- Represent the TFFR Board on retirement program issues. Make presentations, deliver testimony, and provide retirement program information to members, employers, legislative committees, state entities, public groups, media, and others.
- Work with the TFFR Board, RIO staff, and external constituents including member and employer interest groups, legislative committees, state officials, actuarial consultant, legal counsel, auditor, and other advisors and consultants on retirement program studies, reports, initiatives, and legislative proposals.
- Assist Executive Director in administering RIO programs and agency operations. Ensure that RIO is providing high quality customer-focused services to TFFR members and employers, maintaining member records, securing personal data, providing accurate information, and processing transactions in a timely, efficient and accurate manner.
- Represent the Executive Director in his/her absence and promote RIO programs in a variety of forums.
- Assist in the formulation of RIO's budget, including staffing needs, program costs, and technology

requirements to assure that retirement program obligations are met. Evaluate financial and operational programs, and approve expenditures of TFFR funds.

- Supervise Retirement Program Manager and Supervisor of Information Systems.
- Provide leadership, coaching, and feedback to assigned staff, recommending measures to improve performance and increase efficiency.
- Establish and maintain working relationships across agency work units and levels.

#### MINIMUM QUALIFICATIONS

- Bachelor's degree in business administration, education, management, accounting or related field.
- Minimum of 5 years of combined management/executive management experience in the administration of pension, deferred compensation, employee benefit plans, or related business environment.
- Knowledge of principles of research, statistics, actuarial calculations, investments, and accounting.
- Strong communication skills and the ability to make effective oral and written presentations.
- Ability to effectively lead and influence others in a confident, positive, and results-oriented manner.
- Demonstrated ability to effectively supervise, develop, and direct the activities of professional staff.
- Ability to think and plan on the conceptual and strategic level.

#### PREFERRED QUALIFICATIONS

- Master's degree in business administration, education, management, accounting or related field.
- Minimum of 10 years of combined management/executive management experience in the administration of pension, deferred compensation, employee benefit plans, or related business environment.
- Knowledge of federal and state laws and regulations pertaining to the administration of pension, employee benefit, and investment programs and applicable compliance requirements.
- Excellent communication skills and the ability to make effective and convincing presentations.
- Strong leadership, problem-solving, and decision-making abilities.
- Proven ability to analyze, evaluate, and resolve major organizational issues, conflicts, and problems.

#### **Application Procedures:**

Apply online at [www.nd.gov/careers](http://www.nd.gov/careers). Applicants must submit a completed online application, resume, and cover letter by the closing date to be considered for this position. The cover letter must include a detailed summary of how the applicant meets the minimum and preferred qualifications of this position.

Applicants must be legally authorized to work in the United States. RIO does not provide sponsorships.

A criminal history record check, including fingerprinting, will be conducted on the successful candidate prior to hiring per NDCC 12-60-24.

Contact Hope Wedul at (701) 328-3357 for questions or assistance in the application process or David Hunter at (701) 328-9889 or [djhunter@nd.gov](mailto:djhunter@nd.gov) for questions about the position.

**If you are experiencing technical difficulties with the Application Process or uploading attachments,** please contact [recruiter@nd.gov](mailto:recruiter@nd.gov) or (701)328-3290.

ND Relay Number 1-800-366-6888