



## **Executive Director**

### **Pennsylvania Association of Public Employee Retirement Systems (PAPERS)**

#### **Job Description**

##### **Executive Director:**

PAPERS is governed by a Board of Directors to whom the Executive Director reports and is responsible. The Executive Director is PAPERS' lead administrative and operational officer. Responsibilities of the position include:

- Maintaining services to existing participating members and recruiting new members from among Pennsylvania's local and state retirement systems. (The Executive Director is expected to meet with participating members at their base of operation at least once every three years.) The marketing of the organization is seen as the primary role of this position.
- Maintaining services to existing associate and affiliate members among the private sector service providers working with participating members. These responsibilities include developing and maintaining financial support for the association from the corporate membership through sponsorship arrangements.
- Planning, developing and implementing long- and short- term strategies for growing the association's three categories of membership. (The Executive Director is expected to meet with potential members at their base of operation as part of the recruiting process of new members.)
- Planning, organizing, and overseeing the conduct of the Annual Educational Spring Forum, the Fall Workshop and the various webinars sponsored by the association.
- Publishing a quarterly newsletter and preparing website materials for posting.
- Overseeing the development of the curriculum, testing and operations of the Pension Professional Certification Program.

- Managing, in cooperation with the Director of Operations, the association’s business, financial, technology and internal reporting and communications matters. These responsibilities included oversight of:
  - All financial matters, including the annual budget development and management, production of financial statements, preparation and filing of tax returns.
  - Planning, developing and implement long- and short-term strategies for the administration of the association.
  - Developing and maintaining a membership database.
  - Negotiating and administering contracts for employment of necessary personnel, and as appropriate, the engagement of services necessary for the operations of the organization.
  - Ensuring appropriate business practices and accounting controls are in place.
- Representing PAPERS in official capacities with other organizations and with the media.

**Samples of Essential Duties:**

The following are meant to identify some of the specific job functions the Executive Director is expected to directly handle. They include but are not limited to the following:

- **Manage Conference and Meeting Planning**  
 Work with the membership, the Board, and staff to plan and execute an affordable cost-effective Annual Spring Forum and a Fall Workshop that educates pension plan fiduciaries, administrators, and key staff on issues of retirement policies and retirement administration. The Executive Director is expected to direct content, speaker selection, and agenda structure while the Director of Operations is responsible for contracting, meeting logistics, and coordinating the operational details of the sessions.
- **Market the organization to existing members, potential members and the general public.** The Executive Director represents the Association at statewide conferences and meetings to clearly and effectively communicate retirement security facts and positions on state and local governmental pension plans as well as cultivating new members and relationships.
- **Write and edit a quarterly Newsletter containing articles of interest to the membership.** The Executive Director is expected to be fluent in and knowledgeable of pension industry practices, and happenings. Production, distribution, and posting of the Newsletter and assorted materials is handled by the Director of Operations.

- Promote and sustain positive relationships with other organizations, sharing PAPERS's agenda for public retirement systems and retirement security.
- Oversee the work of the Director of Operations who manages the association's business operations, financial records, technology exposure, and internal reporting and communications matters.

### **Key Skill Sets Associated with the Position**

The following are meant to identify some of the key skills, talents and areas of expertise and knowledge the Executive Director is expected to exhibit.

- Collaborative Leadership
  - Ability to build effective, constructive and trusting relationships in order to develop, implement and manage association priorities.
  - Ability to work with, report to and be responsive to a governing board.
  - Ability to administer operations or use resources effectively and efficiently to achieve organizational goals.
  - Ability to work independently, given broad objectives, to accomplish the goals of the organization.
- Public Retirement Knowledge
  - Knowledge of/or experience and commitment to, retirement security issues, including an understanding of the design and operations of defined benefit plans, hybrid plans, and defined contribution plans.
  - Knowledge of and/or experience in public retirement system policy making and administration
  - Knowledge and understanding of public administration and policymaking.
- Networking Abilities
  - Ability to effectively communicate the organization's vision and to serve as an effective spokesperson via speeches, testimony and media interviews and written materials.
  - Ability to relate well to people inside and outside the organization.
  - Effective public relations skills.
- Administrative Management Skills
  - Ability to work and collaborate with professional staff (Director of Operations and Director of Education).
  - Familiarity preparing and reviewing organizational budgets and ability to review budget reports and business operations.

**Qualifications Required:**

- Bachelor's degree required.
- Ability to travel, as needed.
- Communications skills both verbal and written.
- Interpersonal skills and problem solving capabilities.

**Association Background**

- PAPERS is a non-profit and non-partisan association whose members are Trustees and staff of Pennsylvania Public Pension Systems. PAPERS members oversee retirement systems that are responsible for over \$100 billion dollars in assets and serve over 400 thousand active and retired members. The mission of PAPERS is to serve its members in managing sustainable public employee retirement systems through education, research and collaboration.
- The association is at a critical juncture in its evolution. State and local retirement systems are under increased scrutiny, all governments are experiencing fiscal stress. The PAPERS Board is seeking a skilled professional to serve as Executive Director who, working with the Board and staff, will lead the organization during these turbulent times.
- PAPERS works as a "virtual" office with staff located in different areas of the state.

**Compensation**

Compensation will correspond to the experience level and credentials of the candidate.

*PAPERS firmly supports the principle and philosophy of workplace diversity and equal opportunity for individuals.*