



## Executive Director

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

PAPERS, a non-profit and non-partisan association whose members are the trustees and key staff of Pennsylvania's public employee pension systems, is seeking an Executive Director\* to lead the organization. A relatively new organization, having been in existence for approximately a dozen years, the leadership is seeking an individual with an interest in growing the organization and providing support to the membership in several key areas – primarily education, communication, and network building.

The Executive Director is the administrative and operational officer for the association. Responsibilities include managing the association's business, financial, technology and internal reporting and communications matters. The Executive Director also plans, develops and assists in implementing long- and short-term strategies in growing the association. Extensive travel and interaction with public employee pension plan trustees and staff is anticipated. The Executive Director works with an Office Manager/Director of Operations to plan and organize the Annual Spring Forum, the Fall Workshop and a variety of webinars. The Executive Director also represents PAPERS in official capacities with other organizations and with the media.

PAPERS is governed by a Board of Directors to whom the Executive Director reports and is responsible. The Executive Director, Director of Operations and Director of Education (currently vacant) are the staff of the association. PAPERS works as a "virtual" office with staff located in different areas of the state.

#### **Requirements:**

Candidates should have a Bachelor's degree in business administration, finance, political science or similar field. Experience with or knowledge of pensions, retirement administration, and/or government operations is also desired. Experience working in association management is a plus.

#### **Compensation:**

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

#### **Applying:**

Candidates should submit a letter of interest, resume listing relevant experience and qualifications, and salary requirements to [PA-PERS@Comcast.net](mailto:PA-PERS@Comcast.net) by October 31, 2016.

\* Please note that while the Board is interested in finding one individual to serve the association, it will consider applications from individuals who are interested in only

fulfilling certain of the Executive Director's defined duties. Examples might be someone with a talent or skillset associated with association management or another with a special aptitude for membership services and recruitment. When applying, please identify how you see yourself fulfilling the Board's listed job duties (on a full-time or part-time basis) and whether you are interested in all responsibilities or whether you seek to serve in only one or two roles (again, on a full-time or part-time basis). Please identify which roles you would welcome as a new responsibility.

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