



## OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

### JOB OPPORTUNITY ANNOUNCEMENT

**Job Title:** Director of Illinois ABLE  
**Division:** Policy and Programs  
**Location:** Chicago  
**Salary:** Commensurate with experience

**Overview:** The Director of Illinois ABLE is responsible for ensuring the Illinois State Treasurer's 529a ABLE programs are prudently and appropriately managed. The director oversees the administration, marketing, and execution of the plans; and guiding ABLE staff—if any. The director will also lead the Illinois State Treasurer's efforts within the National ABLE Alliance, including but not limited to recruitment of additional Alliance members and organizing Alliance meetings/events. Attendance is an essential function of this position.

#### Duties and Responsibilities:

- Relationship manager between the Treasurer's office and the ABLE program managers
- Provide oversight of the program managers and any other contractors supporting the Treasurer's ABLE programs
- Identify and secure outside advisors and manage the relationships
- Identify outside advocacy groups and partners to promote the program
- Provide leadership on all aspects of RFPs needed for the division
- Determine and implement staffing needs for the division and review as appropriate
- Report monthly to the IPC, and responsible for all information and training for IPC as it relates to ABLE
- Monitor new standards and procedures within the disability community
- Review, update, and improve the Office's ABLE marketing collateral, and website, in conjunction with the programs' managers and National ABLE Alliance
- Track the performance of the funds held in the Treasurer's ABLE programs
- Seek potential marketing targets and marketing initiatives that further the participation in the Treasurer's ABLE programs

#### Required Skills:

- Experience working with persons with disabilities or blindness and members of the advocacy community
- Must possess strong interpersonal and public speaking skills
- Must have the ability to promote financial products and services
- 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 finance or any related field, graduate degree preferred; six (6) or more years of marketing or finance experience and four (4) or more years of experience working on behalf of disability community causes 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:

**Chief Operating Officer @ [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)**

[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities)

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