



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Manager of College Savings
Division: Financial Programs
Salary: Commensurate with experience
Location: Chicago, Illinois

Overview: The Manager is responsible for ensuring the Illinois 529 College Saving Plans (Bright Start and Bright Directions) are managed, marketed, and administered successfully. This includes, but is not limited to, creating and executing strategy to grow the number of program participants and assets under management, developing and implementing program marketing strategies, analyzing investment performance, addressing issues with account holders, and various other duties, as assigned. Attendance is an essential function of this position.

Duties and Responsibilities:

- Collaborates with the Director of College Savings Programs to develop and execute program growth, governance, and due-diligence strategies, as well as larger programmatic management strategies.
- Assists with the monitoring of performance and ratings of underlying investments
- Prepares and follows up on any marketing campaigns; including approvals, disclosures, and changes in marketing strategies.
- Research, plan and recommend policy and programmatic initiatives.
- Coordinates College Savings programming needs to include: meeting with constituents, partner organizations, developing educational sessions/webinars for the state.

Specific Skills:

- Exemplary written and oral communication skills in Spanish and English.
- Excellent organizational skills.
- Self-starter with the ability to lead multiple projects through to completion.
- Thorough understanding of Bright Start, Bright Directions and 529 college savings plans.
- Thorough understanding of SEC, MSRB and FINRA regulations and their applicability to 529 Plans.
- Strong presentation skills and ability to address and engage small and large groups of people in discussing the Illinois College Savings Program.
- Bilingual (Spanish/English) is a requirement.

Education and Work Experience: Bachelor's degree in business administration, finance, marketing or any related field; two (2) or more years of experience in an analytical or project management role, 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 a completed employment application, a letter of interest and resume via email to:

Chief Operating Officer

Email: 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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