NEW YORK STATE OFFICE OF THE STATE COMPTROLLER
DIVISION OF PENSION INVESTMENT AND CASH MANAGEMENT

DIRECTOR OF 529 COLLEGE SAVINGS AND NY ABLE PROGRAMS

POSITION SPECIFICATIONS

CLIENT

Created in 1797 by the State Legislature, the Office of the State Comptroller (OSC) is charged with ensuring that State and local governments use taxpayer money effectively and efficiently. The State Comptroller is elected for four year terms and serves as the State’s chief fiscal officer. Included among the Comptroller’s many oversight responsibilities is serving as the administrative head of the New York State and Local Retirement System (NYSLRS or System) and the trustee of the $210.5 billion New York State Common Retirement Fund (CRF or the “Fund”) (audited value as of March 31, 2019), one of the largest institutional investors in the world. Thomas DiNapoli has served as the State Comptroller since 2007. He leads a staff of more than 2,700. The Office of the State Comptroller is headquartered in Albany but also has offices in New York City and eight regional offices around the State.

Within the State Comptroller’s Office is the Division of Pension Investment and Cash Management (PICM). This Division employs approximately 80 staff members, based in offices in Albany and New York City and Anastasia Titarchuk serves as CIO.

For more information about the OSC, please visit the website at www.osc.state.ny.us

RESPONSIBILITIES OF THE DIRECTOR OF 529 COLLEGE SAVINGS AND NY ABLE PROGRAMS

Based in the Albany office, the Director of the 529 College Savings and NY ABLE Programs will report directly to the CIO.

Essential Duties and Responsibilities include:

• Administer NY’s 529 Programs, College Savings and ABLE from end-to-end, including contractor oversight, legislative and legal compliance, marketing and communication, customer service, budgeting, operational support, and more.
• Work with investment managers and 529 investment staff to manage investment of the 529 Programs’ assets. Support and implement changes in investment vehicles.
• Oversee and approve development of marketing strategies to increase enrollments and contributions to the NY 529 College Savings and NY ABLE Programs. This includes
determining the most appropriate marketing channels, development of marketing materials and allocation of marketing spend.

- Expand strategic partnerships and visibility of the NY ABLE Program. Oversee and conduct NY ABLE training and promotion efforts.
- Manage staff assigned to the 529 Programs.
- Coordinate with internal and external legal counsel to resolve any potential legal issues pertaining to the Program's management.
- Lead development and evaluation of RFPs and RFIs as required by the Programs.
- Work with internal and external stakeholders to market Programs and respond to issues.
- Lead oversight of Child Development Accounts within the 529 College Savings Program.
- Support and implement legislative changes to the 529 Programs, including collaboration with internal and external stakeholders.

PREFERRED QUALIFICATIONS/DESIRED COMPETENCIES

- Bachelor’s degree required. An advanced degree such as MBA, MPA or Masters in Non-Profit Management preferred.
- Over ten years of experience in program management, preferably in 529 programs (College Savings and ABLE), higher education financing, retail financial services, investment or public programs.
- Experience with the administration of existing 529 Programs, including oversight of program and investment managers, is highly preferred.
- Strong fiscal management skills and experience in overseeing programs with legislative, legal and regulatory compliance requirements.
- Demonstrated competency in developing training, communication and marketing efforts for public audiences.
- Experience and/or competency in serving as the public “face” and “voice” of these plans, including the ability to work with multiple internal and external stakeholders.
- Experience in developing and evaluating RFPs is desirable.
- Experience interacting effectively with elected officials, other agencies, constituents and organization management will distinguish the most attractive candidates.

PERSONAL CHARACTERISTICS

- High ethical standards and a passion for reducing the financial burden from college tuition payments.
- Excellent written and oral communicator, including the ability to interact with customers, fund managers, legal counsel and other external constituencies.
- Strong motivation with the ability to see projects through to completion in a timely manner with limited guidance and a solutions-oriented mindset.

COMPENSATION

The OSC will offer the successful candidate a competitive base salary and a comprehensive benefits package including a choice of health insurance packages, dental and vision insurance, generous PTO, a contributory retirement plan, and a voluntary deferred compensation plan. The OSC encourages ongoing professional development through various continuing education programs.
APPLICATION PROCESS

EFL Associates, an executive search firm, is assisting the OSC with this important search. All calls and inquiries should be made through the search firm. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

NON-DISCRIMINATION

Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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