



NATIONAL COUNCIL ON TEACHER RETIREMENT

EXECUTIVE DIRECTOR

Association Background:

The National Council on Teacher Retirement (NCTR) is constituted as an independent association dedicated to safeguarding the integrity of public retirement systems in the United States and its territories to which teachers belong and to promoting the rights and benefits of all present and future members of the systems.

NCTR membership includes 68 state, territorial, and local pension systems. These systems serve more than 18 million active and retired teachers, non-teaching personnel, and other public employees, and have combined assets of more than \$1.8 trillion in their trust funds.

NCTR is governed by a ten-member Executive Committee to whom the Executive Director reports, and is additionally staffed by a full-time Assistant Executive Director, Operations; and a part-time Communications Assistant. In addition, NCTR also has a contracted Federal Government Relations Director. The NCTR headquarters and staff are located in Sacramento, CA; and the Federal Government Relations Director is in Washington, D.C. The Executive Director will work in a virtual office setting for the first year of employment.

Key Responsibilities:

The Executive Director is the chief executive officer and administrative head of NCTR. The Executive Director provides leadership in planning, developing and implementing long and short term strategies; ensuring appropriate business practices and accounting controls are in place; planning and organizing the Annual Convention as well as other NCTR workshops and Executive Committee meetings; and representing NCTR in official capacities with outside organizations and with the media.

Essential Duties include but are not limited to the following functions:

Strategic Planning and Leadership:

1. Participates in and coordinates the development of the NCTR strategic plan and is responsible for its execution.
2. Serves as spokesperson for NCTR in coordination with the Federal Relations Director.
3. Represents NCTR at national and local meetings and communicates NCTR policy positions on matters of retirement security and the effective governance and administration of public pension plans.
4. Promotes and sustains positive and effective alliances with other stakeholder organizations.
5. Works closely with member pension systems including periodic visits when feasible.

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Essential Duties (continued):

Finance:

1. Presents a proposed budget to the Executive Committee in advance of the beginning of the new fiscal year.
2. Insures that monthly financial statements are prepared, reviewed by the CPA, and distributed to the Secretary-Treasurer.
3. Annually recommends any changes to member dues, meeting fees and Convention registration fees.
4. Reviews NCTR's financial position on a monthly basis and makes periodic reports to the Executive Committee.
5. Insures that an Annual Audit is performed by an outside auditor and the Auditor prepares and submits applicable State and Federal tax returns.

Conference and Meeting Planning:

1. Annually secures sites for all NCTR meetings and enters into necessary contracts.
2. Facilitates the planning of the agenda for the Annual Convention with the President-Elect, secures speakers, and determines promotional activity related to the convention.
3. Oversees the logistical preparation for the Convention including planning for any off-site functions, audio visual equipment and meal functions.
4. Plans agendas for all other NCTR meetings including Executive Committee meetings, the Directors' meeting, the Trustee Workshop, and other committee meetings and workshops.

Operations:

1. Coordinates the annual membership renewal process and seeks to maintain a stable membership by recruitment of new members to replace those who elect not to renew their membership.
2. Coordinates all meetings and workshops of NCTR, does advance site work when necessary, and provides on-site meeting management.
3. Supervises the NCTR headquarters staff and coordinates activities of third parties such as the Federal Governmental Relations Director.
4. Supervises the conduct of the Annual Convention and insures that a record of the meeting is made available on the NCTR website.
5. Assists the President in the appointment of committee members. Works with committee chairs to prepare for committee meetings and insures there a record of such meetings.
6. As special projects and/or initiatives are identified by the Executive Committee, the Executive Director provides necessary leadership and management of such projects.

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Essential Duties (continued):

Communications:

1. Serves as a spokesperson for NCTR and responds to inquiries from member systems, individual members, the press and other organizations regarding issues pertinent to teacher pension plans.
2. Reviews the NCTR website to insure it provides information that is topical and helpful to member systems, individuals and other organizations.
3. Produces an NCTR newsletter, at least quarterly, which provides important information about the organization to its membership.
4. Represents NCTR in various venues such as forums, meetings of NASRA, CII, GFOA and other trade groups where it is important for NCTR to have a presence. The Executive Director also serves on the Board of the National Institute on Retirement Security
5. In conjunction with the Executive Committee, develops and implements a comprehensive communications plan.

Qualities:

- Ability to work independently in a virtual work setting
- Knowledge of all types of retirement systems (e.g. defined benefit, defined contribution and hybrid models)
- Ability under general direction to work with a governing board
- Good communication skills: oral and written
- Good interpersonal skills to deal with pension system members, corporate members, the press, and various public officials.
- Ability to “sell the organization” to potential new members.
- Willingness to travel and be away from home on weekends.
- Recognition in the public pension community.
- Budget development and management skills.
- Event planning and management experience
- Knowledge of public administration at state, local and federal levels.
- Ability to collaborate with other trade associations on common issues.

Qualifications:

- Basic knowledge of public pension administration and principles
- At least 5 years of experience in an executive role at a public pension fund or a similar amount of management experience in a comparable entity.
- Public speaking experience before a Legislative body or comparable entity.
- Direct experience in supervision of a staff.
- Bachelor Degree with an advanced degree or industry certification desirable.

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Compensation:

Compensation will correspond to the experience and credentials of the candidate. The minimum starting salary will be \$130,000. There is currently a SEP-IRA retirement plan in place for the Executive Director. Additional compensation and benefits are negotiable.

Start Date:

June 2012 to work with the current Executive Director on transition. The current Executive Director will continue employment until June 30, 2012.

To apply:

The following should be emailed to Robyn Gonzales (rgonzales@nctr.org) by February 10, 2012:

1. A resume listing relevant experience and qualifications
2. Responses to the following questionnaire. The response document should be no longer than three pages.



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Executive Director Applicant Questionnaire

1. What is your current assessment of public pension plans and what changes do you see in next five years for public pension plans?
2. Membership is a key issue in any trade association. How would you approach membership development for NCTR?
3. NCTR will have a “virtual office” for at least the first year under the new Executive Director. The Business Operation will remain in Sacramento. What resources would you need to function in such an environment and what management style would you utilize?
4. NCTR’s Annual Convention is the major revenue source for the organization. There are numerous pension conferences in the country sponsored by a variety of organizations. How can NCTR differentiate its Annual Convention from other conferences?
5. The Communications Function is ever changing in this electronic world (webinars, social media, on-line streaming etc.). What challenges and opportunities does this present for NCTR?
6. NCTR has a Federal Relations Director on contract in Washington D.C. How will you utilize and interface with this resource?