



NATIONAL INSTITUTE ON
Retirement Security

Reliable Research. Sensible Solutions.

EXECUTIVE DIRECTOR
National Institute on Retirement Security (NIRS)
NIRS Research and Education Fund (NIRS-REF)
www.nirsonline.org/

About NIRS and NIRS-REF

The National Institute on Retirement Security (NIRS) is a 501(c)(4) non-profit research and education organization based in Washington, DC. NIRS was established to contribute to informed policymaking by fostering a deep understanding of the value of retirement security to employees, employers, and the economy as a whole. NIRS seeks to encourage the development of public policies that enhance retirement security and to foster a deep understanding of the traditional pension system in the United States.

Founded in 2007, NIRS's diverse membership of nearly 100 organizations interested in retirement security issues makes its work possible. Members include employee benefit plans, state or local agencies that manage retirement plans, trade associations, financial services firms, and other retirement service providers.

In 2009, the NIRS Research and Education Fund (NIRS-REF), a 501(c)(3) organization, was established to share NIRS's mission of educating the American public about key problems, challenges, and potential solutions related to retirement security.

NIRS and NIRS-REF are governed by a seven-member board of directors.

Responsibilities

Reporting to the board of directors, the Executive Director manages a team of NIRS staff and consultants to develop the organization's strategic direction and oversee day to day operations. The Executive Director is responsible for:

- developing and overseeing implementation of the strategic plan and annual business plans;
- developing and managing on-going research and educational programming on retirement security;
- fundraising (through membership recruitment and donors);
- serving as a spokesperson and as a resource on broad retirement issues;
- membership programming;

- cultivating relationships with other organizations and thought leaders involved in defined benefit/retirement issues;
- identifying and rolling out innovative ways to further strengthen NIRS's thought leadership position; and,
- managing budgets and overseeing financial records and annual audits.

Qualifications

- Knowledge of, and commitment to, retirement security issues, including the value of defined benefit plans.
- Ability to craft strategic research and educational programming.
- Knowledge of membership development and grant/foundation development.
- Ability to serve as effective spokesperson via speeches, testimony and media.
- Ability to function well in small organization.
- Ability to grow an organization and ensure its financial sustainability.
- Experience with budgets and business operations experience.
- Ability to work with a board of directors.
- Ability to travel, as needed.
- Industry experience, or at least substantive knowledge of retirement policy issues, preferred.
- Experience overseeing marketing, communications, and fundraising preferred.
- Advanced degree in the field of public policy, finance and/or economics preferred.

Selection Process

NIRS has selected EFL Associates, a retained executive search firm, to conduct this search.

For more information, call:

EFL Associates

Mary Hobson, Executive Vice President, 720-200-7005

OR

Elena McCall, Assistant Vice President, 720-200-7021

**To apply, send a resume and cover letter via email
(with "NIRS" in the subject line) to:**

emccall@eflassociates.com