



Executive Director
College Savings Plans of Maryland
Recruitment # 15-009608-0004

*For immediate consideration,
please submit your application materials
by close of business, September 25, 2015.*

The Executive Director is the head of the independent State Agency that is responsible for administering two IRC Section 529 College Savings Plans; the Maryland Prepaid College Trust and the Maryland College Investment Plan. The Maryland Prepaid College Trust (MPCT) is a “defined benefit” type plan and the Maryland College Investment Plan (MCIP) is a “defined contribution” type plan, both of which are designed to provide ways for families to save for future college expenses and reduce reliance on future student loan debt. The Executive Director reports to the College Savings Plans of Maryland Board (Board), which includes the State Treasurer, State Comptroller, Chancellor of the University System of Maryland, the Secretary of the Maryland Higher Education Commission, the Superintendent of Schools, and five public members appointed by the Governor.

Responsibilities include:

- Planning, organizing, directing and controlling all operations of the Plans.
- Designing and developing features and enhancements to the MPCT and MCIP.
- Administering existing customer accounts.
- Managing personnel resources of the Agency, including hiring and training staff.
- Procuring a wide range of outsourced services, including investment managers, financial advisors, actuaries and marketing representatives.
- Establishing overall Plan goals to accomplish the mission as defined by the Board.
- Providing strategic leadership and financial input, framing issues appropriately for the board to support informed decision making.
- Enabling the effective functioning of the Board through accurate and timely reporting.
- Creating and maintaining a positive reputation for the College Savings Plans of Maryland (CSPM, Agency, or Plans).
- Leading the development of a Marketing and Public Relations Plan.
- Overseeing the development and advocacy of State legislation to enhance the Plans.
- Participating in crafting federal legislation and regulatory polices to enhance 529 plans nationally.
- Serving as lead representative for Maryland’s 529 plans in the national industry association, the College Savings Network.

Specific Competencies:

- Proven experience in financial data analysis with strong financial management background.

- Proven experience in public speaking and giving presentations to groups such as government or elected officials, corporate boards, community leaders, sponsors and/or other key stakeholder groups.
- Proven ability to work effectively as a team member and leader.
- Proven ability to work independently, apply and interpret laws, policies and procedures and use of good judgment in evaluating and making decisions.
- Proven ability to effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, and coordinate work assignments with others.
- Proven experience in working with a Board and Senior Management Team.
- Proven experience in procurement and contract management.
- Proven ability to communicate effectively and maintain a courteous attitude toward the public and employees.
- Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems and customer satisfaction evaluation techniques.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelors Degree
- Minimum of 5-7 years of progressive management experience in a financial or executive leadership position.
- Master's Degree in business or related field may be substituted for 2 years of required experience.

DESIRED SKILLS AND EXPERIENCE:

- Understanding of 529 college savings plans
- Financial operations and management background
- Knowledge of investments including asset allocation, mutual funds, SMAs and separate accounts

This is an Executive Service position which serves at the pleasure of the College Savings Plans of Maryland Board. State employment benefits are included, such as paid holidays, vacation, sick and personal days; medical and dental plans; pension plan; 401k/457 plans; paid parking; employee credit union; direct deposit.

All candidates will be subject to a background investigation to include criminal and credit history.

For immediate consideration, please submit a resume and cover letter by September 25, 2015 to:

Maryland State Treasurer's Office

Attn: Human Resources

80 Calvert Street, Room 109

Annapolis, Maryland 21401

or hr@treasurer.state.md.us

or FAX: 410-260-4090.

Indicate the recruitment name/number for which you are applying. Questions may be directed to Shelly Reid at 410-260-7078.

As an equal opportunity employer, the State is committed to recruiting, retaining and promoting employees who are reflective of its diversity.