

# Municipal Employees' Annuity and Benefit Fund of Chicago

## Notice of Employment Opportunity

**Overview:** The Municipal Employees' Annuity and Benefit Fund of Chicago ("MEABF") is seeking candidates for the position of **Deputy Executive Director**.

**About MEABF:** MEABF is a pension trust fund of the City of Chicago and is administered under Chapter 40 Act 5 Article 8 of the Illinois Compiled Statutes <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=638&ChapterID=9>. It is a defined benefit single employer plan that was established in 1921 by the Illinois State legislature, which is the governing body that sets benefit levels, as well as employee and employer contribution levels for financing MEABF.

MEABF provides age and service retirement benefits, survivor benefits, post-retirement increases and duty and ordinary disability benefits to eligible members. As of December 31, 2016, MEABF served a total of 30,296 active members (20,252 Tier 1 members and 10,044 Tier 2 members); 25,236 retirees and beneficiaries; and 16,876 inactive members. For a more detailed description of MEABF, please visit our website at [www.meabf.org](http://www.meabf.org).

**Responsibilities and Duties:** MEABF is looking for an experienced business professional to perform the following responsibilities and duties:

- *Leadership and Matters of Business*
  - Manage the human resource needs of MEABF, with responsibility for affirmative action and equal employment matters
  - Assist in the professional development of staff and their skill sets
  - Identify and promote solutions for areas of improvement
  - Present self, MEABF, and the Retirement Board on pension related matters in a professional and knowledgeable manner to assigned audiences
  - Being able to read and understand the underlying laws and policies that directly impact the administration of MEABF
  - Interpret State Statutes and establish rules and regulations to ensure compliance with such Statutes
  - Be part of the management team to provide input from an operational and planning perspective
  - Review and identify improvements in financial recordkeeping and reporting
  - Assist department leaders with annual reporting requirements and administrative budget development
  - Team input regarding the direction of the investment portfolio for the Retirement Board's consideration
  - Advise and assist the Executive Director and other senior staff in matters related to compliance, operations and administration
  - Able to act on behalf of the Executive Director upon his/her absence

- *Customer Service*
  - Create opportunities to enhance services
  - Work with staff to refine and expand on their service capabilities
  - Research and incorporate service provider “best practices” where applicable
  - Review and enhance our customer communication channels
- *Communication*
  - Communicate articulately orally and in writing in regards to MEABF matters
  - Attend monthly Board Meetings; present material and provide input as requested
  - Communicate with Board, staff, consultants, and third parties regarding the business of MEABF
  - Participate in meetings, visits, hearings, educational opportunities, and presentations with various groups
  - Coordinate meetings to facilitate communication regarding operational issues between all departments
- *MEABF Management and Objectives*
  - Assist MEABF leadership in identifying, reviewing, and setting short-term and long-term departmental and aggregate MEABF objectives annually and establishing accountability
  - Review MEABF departmental procedures to identify efficiencies in process
  - Review and assist in identifying the needs of MEABF regarding information technology and the current benefit operating systems
  - Ensure compliance with policies, regulations, and state and federal law
  - Assist in the hiring, performance management, training, and coaching of staff
  - Other projects as assigned

**Requirements:** Candidates will have the following qualifications:

- Minimum six years of management experience, including at least three years as a manager in a public pension system, government agency, insurance company, or similar customer service-oriented industry
- A Bachelor’s degree in Business, Public Administration, Accounting, Finance, or similar field of study is required
- Knowledge of computer networks and various applications in a Microsoft environment
- Executive management level supervisory experience in managing multiple projects
- Knowledge of state government and legislative agencies
- Must have excellent interpersonal skills and the ability to effectively work with all levels of the organization as a representative of senior management
- Strong technical aptitude and ability to understand and envision technological advancements
- Demonstrated success in financial management, reporting, and the implementation of internal controls
- Ability to read, analyze and interpret financial reports, legislative, regulatory, and legal documents; Ability to respond to complex inquiries or complaints from various sources.
- Ability to effectively present information, written and orally, to senior management, public groups, and the Board of Trustees

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations

**Physical demands:** Physical demands described here are representative of those that must be met to successfully perform the essential functions for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee must be able to work extended hours, including evening hours and weekend hours, as needed.
- The employee must be able to drive a vehicle on occasion.

**Salary and benefits:** Salary will be based on level of experience, education, and tangible benefits brought by the candidate, but the annual starting amount will not exceed \$120,000. Employees of MEABF are members of the defined benefit plan in-lieu of social security benefits. MEABF currently provides health, dental, and vision insurance. Employees may also participate in a deferred compensation plan.

**Submission Instructions:** Cover letter and resume should be sent to: [lestrada@bbp-chicago.com](mailto:lestrada@bbp-chicago.com)

***MEABF is an Equal Opportunity Employer***

