



**DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement**

ANNOUNCEMENT NO: 20210201	POSITION: Executive Director
Opening Date: February 1, 2021	Closing Date: Open Until Filled
Tour of Duty: 8:30 a.m. – 5:00 p.m., Monday – Friday	Starting Range: \$164,387 -- \$223,885 DOQ (Grade 13) (Excepted Service) Entire Range: \$164,387-- \$235,214
Location: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	Area of Consideration: Open to all applicants
Number of Vacancies: One (1)	Type of Appointment: Excepted Service
This position is NOT in a collective bargaining unit.	

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board (DCRB) is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Fund and the D.C. Teachers' Retirement Fund as well as to administer benefits for the members of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

POSITION SUMMARY

The Board of Trustees of the District of Columbia Retirement Board (DCRB) is seeking an experienced Executive Director who is a visionary leader that will be responsible for taking the organization to its next level of excellence. Reporting directly to the 12-member Board, the position serves as the agency's chief executive officer, with responsibility for strategic business planning, administration, and operation of the organization. The Executive Director will work from DCRB's office at 900 7th Street, NW, Second Floor, Washington, DC 20001.

AGENCY OVERVIEW & BOARD OF TRUSTEES

An independent agency of the District of Columbia Government, DCRB was created by Congress. DCRB has the exclusive authority and discretion to manage the assets of the District of Columbia Teachers' Retirement Fund, and the District of Columbia Police Officers and Fire Fighters' Retirement Fund. These assets are held in trust for the sole benefit of members (including survivors and beneficiaries) of the District of Columbia Police Officers and Firefighters' Retirement Plan, and the District of Columbia Teachers' Retirement Plan. Current total Plan membership is 24,959, and the market value of the Fund is \$10.2 billion. The agency's current operating budget is \$44.1 million.

The Board of Trustees has 12 members, three (3) of whom are appointed by the Mayor, three (3) who are appointed by the Council, and six (6) who are elected by the respective active and retired participant groups. The Board of Trustees is the governing body of DCRB.

DCRB calculates and pays benefits and provides a range of retirement services to Plan members. The agency also serves as the third-party administrator for federal plans funded by the U.S. Department of the Treasury.

PRIMARY RESPONSIBILITIES

The Executive Director oversees an agency of approximately 70 full-time employees. The Executive Director has responsibility for the administration and management of the retirement program, and for implementing policy and direction set by the Board. In collaboration with the Board, the Executive Director also establishes the agency's strategic direction, and ensures the organization's ongoing alignment with its vision, mission, values, and objectives. In addition, the Executive Director provides leadership through representation of DCRB at key stakeholder proceedings, events, and functions, and serves as Board liaison with governmental entities, other retirement systems and professional organizations, and agency constituent groups.

PROFESSIONAL COMPETENCIES

The Executive Director must possess strong leadership qualities and management capabilities, and have a track record of leading people to perform. The successful candidate encompasses the following knowledge and skills:

- Knowledge of and experience in pension plan administration—including risk management, procedural rules, regulations, and guidelines regarding the operations of pension systems.
- Knowledge of accounting/financial management, investment policy, information technology, actuarial services, and statutory/regulatory compliance.
- Understanding of the functions and inter-relationships of custodial banks, investment consultants, actuaries, auditors, legal counsel, investment managers, and benefit administrators.
- Ability to assist the Board in setting a vision for the retirement program.
- Ability to understand complex financial data and actuarial reports.
- Ability to make critical decisions, and operate independently with respect to complex issues and business requirements with a high degree of exposure.
- Strong written and verbal communication skills, and the ability to listen and work effectively with a wide range of constituencies in a diverse community.
- Experience working with public officials regarding the implementation of pension-related municipal, state and federal laws.
- Effective leadership skills working with staff, external stakeholders, and interest groups.
- Experience in creating effective collaborative work environments within a customer service-oriented culture.
- Familiarity with District Government operations and procedures.

PERSONAL COMPETENCIES AND CHARACTERISTICS

- Confident and assertive; inspires trust.
- Open and welcoming; approachable and visible; empathetic, with emotional intelligence.
- A decision-maker who is fair, values both people and process, and is willing to solicit input in the decision-making process.
- High personal integrity, with an unwavering commitment to consistently operating in the best interests of the agency and its Members.
- Visionary, with ability to inspire others.
- Enthusiasm for public service and the mission of DCRB.

EXPERIENCE AND EDUCATION

A minimum of 15 years of experience in either an executive-level management position or in a position with responsibility for the governance, investments/fund-management, or administration of a retirement plan is required.

A bachelor's or advanced degree from an accredited school in accounting, finance, business administration, or a closely related field is preferred. Additional experience that will be considered includes prior decision-making and investment/financial responsibility in a similarly complex organization; experience managing a staff and budget; understanding of District government policies, procedures, and politics; experience with a pension-system conversion; and experience working with a board.

NOTICE OF RESIDENCY

This is an Excepted Service position. If you are selected, you must establish residency in the District of Columbia within one hundred eighty (180) days of effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment. Failure to meet residency will result in forfeiture of position.

COMPENSATION AND BENEFITS

A competitive compensation plan will be offered. DCRB also offers a comprehensive benefits package that includes health benefits (several medical plan options, domestic partner coverage, vision coverage, dental insurance, and an employee assistance program); flexible spending accounts; life and accidental death/dismemberment insurance; short- and long-term disability protection; and retirement savings plans (the District's 401(a) retirement plan and 457 deferred compensation plan, and DCRB's 401(a) matching contributions plan). In addition, the District provides paid holidays, annual leave, and sick time.

APPLICATION PROCESS

Interested individuals may submit a cover letter and resume to: DCRB_Executive_Director@polihire.com. To assist with internal sorting, please only include your name (Last, First) in the subject line.

The Executive Director will be subject to a thorough background check and investigation. This investigation requires substantial disclosure of financial information. The Executive Director position also is subject to provisions of the Board of Ethics and Governmental Accountability, which regulates certain conduct of District government employees. An annual financial disclosure form will be required. This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

POLICY OF NON-DISCRIMINATION

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act and are not tolerated.



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

