

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director of Engagement and Outreach
Salary:	\$110,000 – \$140,000
Bureau/Division:	Bureau of Asset Management / Corporate Governance
Period:	February 23, 2015 – Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems). This \$160 billion portfolio is managed primarily by external investment managers. The Systems retain public equity ownership rights. The Corporate Governance and Responsible Investment unit develops and implements active ownership programs for public equities, including voting proxies, engaging portfolio companies on their environmental, social and governance policies and practices, and advocating for regulatory reforms to protect investors and strengthen shareholder rights.

Reporting to the Assistant Comptroller for Corporate Governance and Responsible Investment, the Director of Engagement and Outreach will help to develop and oversee implementation of strategic priorities, including shareowner initiatives, policy development and regulatory advocacy. The Director of Engagement and Outreach will have both internal and external facing responsibilities, which include, but are not limited to, the following:

- Assists in coordinating and implementing the Corporate Governance and Responsible Investment unit's work plan, including securing required resources and approvals, engaging with portfolio companies, building investor support, and mentoring and managing professional staff;
- Drafts proxy voting policies and procedures; letters to corporate management and directors, investors and regulators; shareholder resolutions; testimony, talking points and speeches;
- Builds and maintains strategic partnerships with US and global institutional investors and other key stakeholders;
- Represents the Comptroller's Office and pension funds in meetings with portfolio company management and directors, New York City Retirement System trustees, institutional investors and investor groups, and regulators;
- Develops thought leadership around specific and emerging environmental, social and governance policies and practices;
- Identifies best practices and plans/implements improvements to policies and systems;
- Prepares briefing materials, reports and presentations to internal and external stakeholders and undertakes supervisory and additional responsibilities as necessary.

MINIMUM QUALIFICATION REQUIREMENTS

- Graduate degree from an accredited college in economics, finance, business, law, public policy or a closely related field, and four (4) or more years of experience with an active corporate governance or related program in positions of progressively increasing responsibility, including experience leading investor campaigns and supervising and/or overseeing professional staff or similar experience at a consulting, strategic advisory or government entity or closely related area, with at least eighteen (18) months or more in a managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; **or**
- BA/BS degree from an accredited college and six (6) or more years of full-time experience in positions of progressively increasing responsibility, including at least eighteen (18) months of managerial, administrative or supervisory experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Broad knowledge of US corporate governance policies, principles, regulatory frameworks and emerging trends, and of the landscape of leading institutional investors, experts and opinion makers.
- Experience negotiating with executive-level decision makers, preferably in both the public and private sectors.
- Familiarity with global corporate governance, legal and regulatory frameworks.
- In-depth knowledge of specific aspects of corporate governance (e.g. boards of directors, executive compensation, environmental and social issues).
- Ability to manage multiple priorities, solve problems and exercise sound judgment.
- Excellent communication skills, including executive-level business writing and presentation skills (oral and written).

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: February 23, 2015	POST UNTIL: Until Filled	JVN: 015/015/040
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The NYC Comptroller's Office is an Equal Opportunity Employer