

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Director of Corporate Engagement</b>
<b>Salary:</b>	<b>\$150,000 - \$175,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Asset Management/Corporate Governance</b>
<b>Period:</b>	<b>November 16, 2018 - Until Filled</b>

### 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 \$200 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 Corporate Engagement will assist in supervising the bureau's responsibilities including, monitoring and managing professional staff's deliverable work products; developing and overseeing implementation of strategic priorities; and developing policy and advocacy campaigns. The Director of Corporate Engagement will have both internal and external facing responsibilities, which include, but are not limited to, the following:

- Assisting in the supervision, mentoring and coordination of the Corporate Governance and Responsible Investment unit's professional staff and related deliverable work product such as voting on proxies, engaging portfolio companies, letters and advocacy;
- Drafting, coordinating and implementing the Corporate Governance and Responsible Investment unit's work plan with the professional staff, including securing required resources and approvals, engaging with portfolio companies, building investor support, and voting on proxies;
- Drafting letters to corporate management and directors, investors and regulators; shareholder resolutions; proxy voting policies and procedures; testimony, talking points and speeches;
- Building and maintaining strategic partnerships with US and global institutional investors and other market participants and stakeholders;
- Representing 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;
- Developing thought leadership around specific and emerging environmental, social and governance policies and practices with the professional staff;
- Preparing briefing materials, reports and presentations to internal and external stakeholders and undertaking supervisory and additional responsibilities as necessary; and,
- Performing related assignments or special projects as may be required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. BS/BA degree from an accredited college or university in business administration, economics, finance, or a closely related field and six (6) or more years of full-time 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, at least eighteen (18) months or more of this experience must have been in a managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; **or**
2. MS/MA degree from an accredited college or university and five (5) 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 in "1" above.

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## 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 and relevant investor networks focused on corporate governance and sustainability;
- Familiarity with U.S. shareholder proposal process, including drafting permissible shareholder proposals;
- Experience developing and implementing investor advocacy campaign strategies, including organizing and leading collaborative shareholder engagements and campaigns;
- 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).

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy.

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted. Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> November 16, 2018	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 015/019/042
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The NYC Comptroller's Office is an Equal Opportunity Employer