

JOB VACANCY NOTICE

Title:	Executive Director of Corporate Governance
Salary:	\$150,000 - \$175,000
Bureau/Division:	Bureau of Asset Management/Corporate Governance
Period:	April 1, 2019 - Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) oversees the investment portfolio of the New York City Retirement NYCRS (NYCRS). This \$186 billion portfolio is managed primarily by external investment managers. The NYCRS retain public equity ownership rights. The Corporate Governance and Responsible Investment unit (the "unit") develops and implements active ownership programs for public equities, including voting proxies, engaging portfolio companies on their environmental, social and governance (ESG) policies and practices, and advocating for regulatory reforms to protect investors and strengthen investor rights.

Reporting to the Assistant Comptroller for Corporate Governance and Responsible Investment, the Executive Director of Corporate Governance will assist in supervising the unit's responsibilities including, monitoring and managing professional staff's deliverable work products; developing and overseeing implementation of strategic priorities; special projects, and developing ESG policy and advocacy campaigns. The Executive Director of Corporate Governance will have both internal and external facing responsibilities, as follows:

- Coordinate with Assistant Comptroller for Corporate Governance and Responsible Investment, to develop and implement all programmatic and administrative strategies/initiatives within required timeframe according to BAM's and the NYCRS' interests, priorities and policies;
- Facilitate timely communication with internal and external stakeholders, including the Comptroller's Executive Office, the Offices of the Chief Investment Officer and General Counsel, the System's staff and trustees, corporate management and directors, institutional investors and investor groups, subject experts and thought leaders; Build and/maintain strategic partnerships with US and global institutional investors and other market participants and stakeholders;
- Assist in supervising, mentoring and coordinating the unit's professional staff and related work product such as voting proxies, engaging portfolio companies and regulators, drafting communications, and undertake supervisory and additional responsibilities as may be required.
- Develop/maintain knowledge of relevant regulatory/market developments and identify best practices in order to improve internal systems and policies and establish the Comptroller and the NYCRS as leaders in the areas of corporate governance and responsible investment with an eye toward fiduciary duty, future needs and budget realities;
- Develop/implement the unit's work plan with professional staff, including identifying priorities, securing required resources and approvals, engaging with portfolio companies, building investor support, and voting on proxies; and drafting letters to company management and directors, investors and regulators; shareholder resolutions; proxy voting policies and procedures;
- Develop/maintain competency in BAM's organizational policies and the NYCRS' investment and corporate governance policies and practices, and represent the Comptroller's Office and/or the NYCRS in meetings with portfolio company management and directors, institutional investors and regulators;
- Prepare briefing materials, talking points, and speeches, reports and presentations to internal and external stakeholders, perform related assignments or special projects, and undertake supervisory and additional responsibilities as may be required.

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.

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).

TO APPLY, GO TO: Employment Opportunities at 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.

POSTING DATE: April 1, 2019	POST UNTIL: Filled	JVN: 015/019/042R
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The NYC Comptroller's Office is an Equal Opportunity Employer