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MINNESOTA SECURE CHOICE EXECUTIVE DIRECTOR

THE ORGANIZATION

The **Minnesota Secure Choice Retirement Program** was established by the legislature to encourage saving for retirement by employees working for employers who don't offer a workplace retirement plan. To achieve that goal, legislation was passed mandating employers with five or more employees to participate in the Program. Contributions will be invested at the direction of the employee into investment funds offered with the oversight of the **Minnesota State Board of Investment**.

ABOUT ST. PAUL

The Twin Cities of Minneapolis and St. Paul, Minnesota form one of America's most livable metropolitan areas, offering an exceptional blend of urban sophistication and midwestern values. Together, these cities create a dynamic region that makes for a great work environment alongside an outstanding quality of life. As the state capital, St. Paul boasts stunning architecture from the Cathedral of Saint Paul to the Victorian homes of Summit Avenue while Minneapolis brings big-city cultural amenities with the Guthrie Theater, Walker Art Center, Minneapolis Institute of Art, and a vibrant music scene. The area consistently ranks high for livability with affordable housing, excellent healthcare systems, outstanding public and higher education options, and abundant green spaces along the Mississippi River. The region's 15,000+ lakes provide year-round recreation from boating and fishing in summer to ice fishing and hockey in winter. Four distinct seasons offer diverse activities, and residents embrace the outdoor lifestyle year-round.

The Twin Cities combine the best of both worlds: Minneapolis provides urban energy and cultural sophistication, while St. Paul offers historic charm and government stability. Together, they create a metropolitan area where professionals can build rewarding careers while enjoying an exceptional quality of life in a region that values both innovation and community.

Consultants in Executive Search

THE OPPORTUNITY

The **Executive Director** serves as the **Chief Executive Officer of the Minnesota Secure Choice Retirement Program**, providing leadership and vision as directed by the **Secure Choice Board of Directors**. This position is responsible for developing, launching, and managing this new state-sponsored retirement savings program designed to provide access to retirement savings for workers without employer-sponsored plans. The Executive Director will establish the program infrastructure, manage operations, and build strategic partnerships to ensure successful implementation of this important retirement security initiative. The position is located in St. Paul, Minnesota with a \$5 million appropriated budget to establish program operations.

KEY RESPONSIBILITIES

Program Development and Implementation

- Lead the development and launch of the Minnesota Secure Choice Retirement Program according to legislative mandates
- Establish secure processes for enrolling covered employees and transmitting employee contributions
- Create comprehensive employer and worker education and outreach programs that reflect Minnesota's diverse workforce
- Manage a phased opening of the Program over a two-year period
- Evaluate partnership opportunities with other states or governmental subdivisions

Leadership and Management

- Build and lead an effective team to support program administration and operations
- Hire and manage staff, including operations manager, communications professional, compliance specialist, and financial reporting staff
- Develop short-term and long-term strategic goals in partnership with the Board
- Exercise sound judgment in a variety of situations while maintaining a calm and professional demeanor

Stakeholder Engagement

- Serve as the public face of the Secure Choice Program
- Build and maintain positive relationships with Minnesota employers, especially small businesses
- Work collaboratively with government entities, including the State Board of Investment and various state agencies
- Engage effectively with the legislature and testify before legislative committees
- Develop and execute comprehensive communications and media strategies

Board Relations

- Advise and support the Board of Directors in fulfilling their statutory duties

- Attend all Board and committee meetings
- Serve as Secretary to the Board, preparing agendas and materials for meetings
- Provide accurate and timely information to support Board decision-making
- Make recommendations to the Board regarding policy decisions and vendor selection

Financial Oversight

- Prepare a budget and establish procedures for program administration
- Negotiate and administer contracts with service providers, including recordkeepers and investment managers
- Keep administrative fees, costs, and expenses as low as possible within statutory parameters
- Publish an annual financial report prepared according to generally accepted accounting principles

Compliance and Reporting

- Ensure program compliance with applicable state and federal laws and regulations
- Determine eligibility for employers and employees to participate in the program
- Review and decide claims for benefits and make factual determinations
- Prepare and publish an annual report on plan outcomes, progress toward savings goals, and program statistics

DESIRED QUALIFICATIONS

- Strong leadership and project management skills
- Understanding of retirement plan benefit design and administration
- Knowledge of state and federal laws related to retirement plan administration
- Understanding of investment options offered in employer-sponsored retirement plans
- Experience with the legislative process or public policy
- Strong verbal and written communication skills to effectively communicate with diverse audiences
- Excellent organizational skills with ability to manage multiple priorities
- Ability to navigate political pressures and stakeholder relations
- High emotional intelligence and relationship-building skills
- Strong public speaking abilities and media relations capability
- Creative problem-solving skills
- Adaptability and willingness to drive improvements in processes and efficiencies
- Confidence and decisiveness without being overbearing
- Change management/change leadership experience
- Willingness to balance the need for strategy and the need to roll up your sleeves and execute
- Must maintain a residence in the Twin Cities metro area or be willing to commute to St. Paul on at least a weekly basis
- Hybrid working environment (minimum 50% of time in office) is possible after the office has been established and staff hired
- Occasional statewide and out-of-state travel required

PERSONAL CHARACTERISTICS

- Confident but approachable leadership style
- Executive presence and ability to influence a variety of stakeholders
- Resilience and ability to maintain calm demeanor under pressure
- Initiative and self-motivation appropriate for a start-up environment
- Cultural awareness and humility
- Strong relationship-building skills and political savvy
- Comfort with public speaking and media appearances



EDUCATION & EXPERIENCE

- Senior leadership experience within a retirement system
- Five years of relevant experience, including at least three in a leadership role
- Experience, knowledge and understanding of retirement savings plans and investments
- Experience working with Boards and Committees
- Experience with the legislative process and interacting with and presenting to legislative and administrative bodies
- Demonstrated experience communicating
- Bachelor's or graduate degree in a relevant field (human resources, law, public administration, business administration, finance)
- Experience with any other state-sponsored retirement savings plan preferred

COMPENSATION

- Competitive Base Salary
- Medical Benefits
- Retirement Savings plan with option to transfer to a pension plan
- Relocation assistance is available if necessary

APPLICATION PROCESS

CBIZ, an executive search firm, is assisting **Minnesota Secure Choice** with this important search. All calls and inquiries should be made through the search firm. Applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled. Please email your resume and cover letter to Tamara Wesely at Tamara.Wesely@cbiz.com.

NON-DISCRIMINATION

Our client and CBIZ firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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