

<b>ORGANIZATION</b>	Saint Paul Teachers' Retirement Fund Association
<b>TITLE</b>	Member Benefits Director
<b>REPORTS TO</b>	Executive Director

Saint Paul Teachers' Retirement Fund Association (SPTRFA) is a defined benefit pension plan that provides retirement benefits to 13,856 members. The Plan pays more than \$127 million in annual benefits to retirees and survivors. Plan assets of \$1.3 billion are invested globally through managers in equities, fixed income, real estate and alternative investments. A 10-member Board of Trustees governs the Plan, and a staff of six experienced professionals administer the Plan.

**POSITION PURPOSE**

SPTRFA's Member Benefits Director oversees the relationship between SPTRFA and its members. You will foster that relationship, from enrolling new members, through assisting active members, to navigating retirees into beneficiaries. You will work closely with the Executive Director, staff, Board of Trustees, service providers, and other stakeholders to develop and implement member-related strategies that align with the objectives and obligations of the Plan.

**PRINCIPAL DUTIES & RESPONSIBILITIES**

- Strategic planning and management of all phases of benefit administration, related financial records, IRS compliance, customer service programs and benefit counseling
- High-level management of retirement benefit programs including calculation and payment of benefits.
- Consistent application of fiduciary standards regarding eligibility and benefits.
- Ensure that members receive accurate and timely benefit services and payments
- SPTRFA is developing a member portal for its pension management system. The Member Benefits Director will lead the effort to scope, develop and implement the new member portal.
- Continuously review processes and controls, then develop and implement improvements.
- Ensure compliance with applicable local, state and federal laws and regulations.
- Build and maintain strong relationships with internal and external stakeholders, including trustees, Saint Paul Public Schools, and other Minnesota public pension plans.

**KNOWLEDGE, SKILLS & ABILITIES**

- Bachelor's degree (Master's degree preferred).
- Minimum 10 years of experience in pension plan administration, customer service, benefits management, or as an actuary.
- Strong knowledge of pension plans, retirement planning, and regulatory compliance.
- Familiarity with actuarial concepts and pension plan regulations is an asset.
- Excellent analytical, strategic thinking, and problem-solving skills.
- Communication and presentation abilities, simplifying complex topics for diverse audiences.
- Certification as a Certified Employee Benefits Specialist (CEBS) or Certificate of Achievement in Public Plan Policy (CAPPP), or related certifications are highly preferred.

Compensation commensurate with experience. Benefits include SPTRFA defined benefit plan, deferred compensation match, and medical, dental, vision, life, and disability insurance.

To apply, please send cover letter and resume to: [it@sptrfa.org](mailto:it@sptrfa.org)