

ORGANIZATION	St. Paul Teachers' Retirement Fund Association
TITLE	Member Benefits Manager
REPORTS TO	Executive Director/CIO

St. 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 Manager serves as the primary contact point between SPTRFA and its members. You will guide SPTRFA members from initial enrollment, through their working careers, as they prepare for retirement and into retirement. You will work closely with the Member Benefits Director, staff, service providers, and other stakeholders to implement member-related strategies that align with the objectives and obligations of the Plan.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Manage all phases of benefit administration, related financial records, IRS compliance, customer service programs and benefit counseling
- Provide on-going plan administration and ensure compliance with regulations and laws.
- Provide support and guidance to retirement plan clients and participants.
- Ensure that members receive accurate and timely benefit services and payments
- Research and resolve complex issues relating to plan operations and documents
- Ensure compliance with applicable local, state and federal laws and regulations.
- Build and maintain strong relationships with internal and external stakeholders, including Saint Paul Public Schools, other Minnesota public pension plans, and service providers.
- Perform other responsibilities and special projects as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree
- Minimum 5 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.
- Ability to prioritize workload to meet schedules and deadlines
- Must be able to work both independently and with direction

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