

RHODE ISLAND STUDENT LOAN AUTHORITY

Job Title: Executive Director

Department: Administration

FLSA: Exempt

Reports To: Board of Directors

Job Summary: The Executive Director is appointed by the Board of Directors to be the chief Executive Officer. The Executive Director is responsible for creating, executing and managing programs that in the words of the Authority's enabling legislation provide “a system of financial assistance, consisting of grants, loans, and other aids, for qualified inhabitants of the state to enable them to obtain a post secondary education...”.

Executive Director is responsible for the education loan operation, College Planning Center and bridge.jobs.

Skills/Education:

- Bachelor’s degree required.
- Minimum of ten years of financial management experience applicable to the nature of RISLA’s operation
- Masters preferred

Job Responsibilities:

- **Management**
 - Direct reports are Chief Financial Officer, Director of School Relations, Director of Strategic Initiatives, Director of College Planning Center and Chief Security Officer
 - Provide the Board of Directors with the information and analysis they need for making policy decisions
 - Establishing organization priorities and monitor performance
 - Staff recruitment, development and retention
 - Provide direction and management assistance to RISLA's College Planning Center

- **Strategic Planning**
 - Research and develop long-term goals and short-term tactical strategies that are quickly adaptable to unexpected changes in regulations, market needs and the financial markets
 - Develop and implement programs that helps students and families achieve their higher education goals
 - Research, evaluate and if appropriate lead the development of new technologies and pilot programs.

- **Marketing/School Relations**
 - Marketing of RISLA's programs
 - Work with officials at institutions of higher education to assure RISLA's programs meets the needs of students and schools
 - Develop a marketing plan in conjunction with staff and outside entities

- **Financial and Debt Issuance Management**
 - Work with investment bankers, credit providers, rating agency, bond counsel and trustees on deal structure, collateral requirements, cash flows, and documentation requirements
 - Review and present annual budget for Board review and approval

- **Public and Government Relations**
 - Generate media coverage of RISLA's programs and benefits
 - Answer inquires from public officials, government agencies, the media, the public and other interested parties
 - Maintain contact with Governor's office and Legislature on RISLA issues.
 - Maintain contact with Congressional delegation on issues impacting higher education
 - Participate in community outreach efforts like Senator Reed's financial aid nights.
 - Participate in local, regional and national organizations advocating financial aid issues