Government Finance Officers Association
Manager - Research and Consulting Center

Why GFOA? GFOA is a not-for-profit membership association that has represented public-sector finance professionals since 1906. Currently, GFOA has more than 18,000 members who look to the association as the gold standard for best practices in public-sector financial management. GFOA publishes the industry’s leading magazine on public finance, produces practitioner-oriented books and whitepapers, hosts an annual conference that attracts more than 6,000 attendees, conducts training seminars, and offers advisory services to public-sector organizations. GFOA’s Research and Consulting Center plays a key role in all of these activities.

Position Description. GFOA’s manager position is a program management position tasked with leading initiatives within GFOA’s research and consulting center to maintain, improve, develop, and advocate for GFOA’s “best practices,” publications, research reports, and training programs. This position will also be involved in supporting GFOA’s ongoing programs and services such as training, consulting, annual conference planning, networking, research, and writing; topics include budgeting, capital planning, debt management, pension and benefit administration, technology, and treasury and investment management.

This position is for the GFOA’s Chicago office and may require minimal travel (approximately 3-5 days per month).

Qualifications. GFOA is looking for a candidate with approximately five to eight years of project management, supervisory, and/or analytic experience within a public sector, consulting, or research organization. In addition, candidates should have the following qualifications:

1. Experience and familiarity with public sector
2. Subject matter expertise in treasury management, debt administration, pension administration, budgeting and/or other financial management topics
3. Project management skills including being able to coordinate project teams, develop action plans, monitor timelines, and deliver results.
4. Excellent research and writing abilities.
5. Experience in executing communication, outreach, and networking efforts.
6. Proficiency in common office productivity tools (MS Office suite, database, website, etc.)
7. Sincere interest in the public sector and desire to improve public sector management.

Past experience with treasury and investment management, risk management, process improvement in the public sector is preferred.

Compensation. The salary for this position will be determined based on qualifications, experience, and scope of responsibilities. Salary is competitive for the Chicago area, and GFOA offers an excellent package of benefits.

Applicants should submit a letter of interest and a resume, which may be e-mailed to:

Mike Mucha
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GFOA is an equal opportunity employer.