

NASAA Technology Product Manager

Summary of Position

The North American Securities Administrators Association (NASAA), a prominent Washington D.C. non-profit membership association devoted to supporting the work of state and provincial securities regulators, is seeking to hire a Technology Product Manager. NASAA's 67 members include the securities regulators in all 50 U.S. states, Puerto Rico, the U.S. Virgin Islands, the District of Columbia, the provincial and territorial securities regulators in Canada, and the CNBV of Mexico. As the Technology Product Manager, you will be responsible for the management and growth of one of the association's Electronic Filing Depository System (EFD). The successful candidate will develop the roadmap and execution strategy for the system, as directed by the EFD Steering Committee and NASAA Board. This individual will work closely with the organization's corporate office staff and leadership, Board of Directors and state regulator members, industry users as well as external vendor-developers for the system. The position is located in NASAA's corporate office in Washington D.C.

The Product Manager will lead product development and management and will be responsible for executing decisions regarding priority, business value, functionality, and monitoring all the work done by the third-party vendor-developers. He or she will acquire an in-depth knowledge of the goals and desired objectives of the EFD system and lead the in-house EFD team staffed by members of the Legal, and Finance and Operations Departments. The position reports to the Director of Finance and Operations

NASAA offers a competitive compensation package, including medical and dental benefits; disability insurance; life insurance; and retirement fund options.

The responsibilities of the Technology Product Manager will include the following:

Liaison & Communication

- Ably represent, interface with and engage with all system stakeholders including state regulators, internal users and system filers.
- Develop clear goals to communicate the product vision for new or enhanced system functionalities so that the vendor-developer understands and is equipped to realize them.
- Consistently communicates development status to the EFD Steering Committee, the internal EFD team, the Executive Director and the NASAA Board of Directors.
- Appropriately engages in-house or outside legal counsel to ensure compliance with state securities regulations and vendor agreements.
- Collaborates with Finance and Operations staff to accurately determine and clearly communicate cost/benefit propositions with the expertise needed to confidently and objectively advise system stakeholders.
- Frequently connect with stakeholders to understand requirements, develop possible courses of action, and manage expectations.
- Assist with the implementation of the recommendations of the IT Organizational Assessment completed by external consultant.
- Organize, lead and report on internal EFD team meetings, weekly operational calls with vendor-developer and bi-weekly calls with EFD Steering Committee.

Development

- With input from NASAA leadership and the EFD Steering Committee, build and maintain an overall product roadmap and communicate same to the systems stakeholders.

- Create, maintain, prioritize and sequence the development based on value to organization's members and ROI.
- Guide the EFD system change management process from initial requests through completion.
- Provide rapid feedback, collaborating with EFD team as needed.
- Incorporate best practices into overall product approach, especially as it relates to reliability, availability, resiliency and security.

Application Support

- Develop and maintain standards for testing and program visibility.
- Provide progress reporting of system issues, development and path forward.
- Assist with internal and external communication, provide transparency and information relevant to stakeholders.
- Assist with prioritization of system deficiencies for resolution and requested enhancements.

Management

- Regularly participate proactively in all EFD activities and be accessible when needed, including nights and weekends.
- Steer projects to insure delivery of value to NASAA members and other system users.
- Be visible, vocal and objective.
- Recommend changes in direction or courses of action when necessary.
- Assist the EFD Steering Committee in defining requested changes to the system and guide the EFD system change management process from initial request through completion.

Qualification for the Technology Product Manager

Formal Education and Certification

- Bachelor's degree in software engineering, computer systems design, computer science, or related field.
- Ten (10) years of relevant work experience.
- PMI Agile Certified Practitioner (OMI-ACP) preferred.
- Professional Scrum Product Owner (I/II/III) preferred.

Knowledge and Experience

- Three (3) or more years project management experience and five or more years of experience in related function.
- Demonstrated experience in managing complex web application migrations to cloud platforms like Azure.
- Thorough understanding of Agile software development methodologies, values, and procedures.
- Thorough understanding of the software development lifecycle.
- In-depth knowledge of web applications and testing practices and techniques.
- Demonstrated experience in managing outside vendors for hosting, development, and support.
- Understanding of EFD's development platform and languages: Visual Studio using a combination of .net, C#, and Visual Basic.
- Ability to understand workflows, processes, dependencies, and integrations with other systems.
- Ability to understand complex technical issues and translate them to non-technical stakeholders.

- Familiarity with common compliances relevant to EFD such as SOC 1, SOC 2, and Sarbanes-Oxley.
- A strong interest in investor protection and securities regulation.

Personal Attributes

- Ability to think critically and solve problems.
- Excellent oral and written communicator.
- Advanced negotiation skills.
- Proven leadership ability.
- Decisive.
- Self-motivated and capable of managing multiple priorities and project deadlines.
- Team-player with the ability to work alone or in a collaborative environment.
- Excellent interpersonal skills, ability to work with diverse personality types.
- Creative and efficient in proposing solutions to complex problems.
- Collaborative in driving decisions.
- Strong analytical and problem-solving skills with a high attention to detail.

Work Conditions

- Occasional evening and weekend work to meet deadlines.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components.
- Physically able to participate in training sessions, presentations, and meetings.
- Some travel may be required for the purpose of stakeholder engagement and requirements gathering.

To be considered for this position, please submit a cover letter, resume, and salary requirements to hr@nasaa.org. A writing sample may be included as part of the submission. References will not be contacted without prior notice to you.

About NASAA

Organized in 1919, the North American Securities Administrators Association (NASAA) is the oldest international organization devoted to investor protection. NASAA is a voluntary association whose membership consists of 67 state, provincial, and territorial securities administrators in the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Canada, and Mexico. In the United States, NASAA is the voice of state securities agencies responsible for efficient capital formation and grass-roots investor protection. Their fundamental mission is protecting consumers who purchase securities or investment advice, and their jurisdiction extends to a wide variety of issuers and intermediaries who offer and sell securities to the public. NASAA members license firms and their agents, investigate violations of state and provincial law, file enforcement actions when appropriate, and educate the public about investment fraud. Through the association, NASAA members also participate in multi-state enforcement actions and information sharing. NASAA also coordinates and implements training and education seminars annually for state/district/provincial and territorial securities agency staff.

NASAA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.