**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 the association’s Electronic Filing Depository System (EFD). This individual will work closely with the organization’s corporate office staff and leadership, EFD Steering Committee (Committee), Board of Directors and state regulator members, industry users as well as external vendor-developers for the system. 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 external system users.
* Effectively communicate new or enhanced system functionalities so that the vendor-developer understands the resources needed to realize them.
* Consistently communicates development status to the Committee, the internal EFD team, the Executive Director.
* Appropriately engages in-house or outside legal counsel to ensure compliance of EFD with state securities regulations and vendor agreements.
* Collaborates with Finance and Operations staff to accurately determine and clearly communicate cost/benefit propositions of EFD development.
* Frequently engage with stakeholders to understand requirements, develop possible courses of action, and manage expectations.
* Organize, lead, and report on internal EFD team meetings and other recurring meetings.

**Development**

* In collaboration with NASAA leadership and the Committee, maintain and revise as necessary an overall product roadmap and communicate same to the system’s stakeholders.
* Create, maintain, prioritize, and sequence the development of enhanced system functionality and bug fixes.
* Incorporate best practices into overall product approach, especially as it relates to reliability, availability, resiliency, and security.

**Project Management**

* Steer EFD projects to ensure delivery of value to system users.
* Assist in the definition of project scope and objectives, involving all relevant stakeholders.
* Ensure that EFD projects are delivered on-time, within scope, and within budget.
* Effectively manage project risks.
* Manage vendor performance in completion of project tasks.
* Recommend changes in direction or courses of action when necessary.
* Assist the Committee in defining requested changes to the system and guide the EFD system change management process.
* Provide regular project status reports to stakeholders.

**Application Support**

* Develop and maintain standards for testing new system functionalities and enhancements.
* Direct vendor-developer to resolve system issues and provide progress reports to stakeholders.
* Assist with internal and external communication, provide transparency and information relevant to stakeholders.

**Qualification for the Technology Product Manager**

Formal Education and Certification

* Bachelor’s degree
* Project management credential (PMI PMP, PMI Agile Certified Practitioner (OMI-ACP), or Professional Scrum Product Owner (I/II/III) preferred.

Knowledge and Experience

* A minimum of three (3) years technology project management experience and five (5) or more years of relevant work experience.
* 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.
* 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 and SOC 2.
* Basic understanding of EFD’s development platform and languages: Visual Studio using a combination of .net, C#, and Visual Basic is a plus

**Personal Attributes**

* Excellent oral and written communicator.
* Open to seeking guidance and direction in carrying out the responsibilities of the position.
* Self-motivated and capable of managing multiple priorities and project deadlines.
* Team-player with the ability to work alone or in a collaborative environment.
* Strong analytical skills with a high attention to detail.
* Committed to continued professional development.
* A strong interest in investor protection and securities regulation

**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.**

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.