



SECURITIES INVESTOR PROTECTION CORPORATION

1667 K Street NW Suite 1000

WASHINGTON, D.C. 20006-1620

(202) 371 – 8300 FAX (202) 223 – 1679

WWW.SIPC.ORG

Job Title: Director, Corporate Governance and Enterprise Initiatives

Reports To: President and CEO

Department: Office of the President

Employee Classification: Exempt

Position Overview

The Director, Corporate Governance and Enterprise Initiatives (“Director”) supports the organization in the areas of corporate governance, strategic and operational planning, and project management. The Director will report to the President and CEO, collaborate closely with the General Counsel, and support cross-functional project teams. The Director is responsible for acting as a liaison to the SIPC Board of Directors and Board Committees by coordinating Board and Committee meetings and managing documentation related to Board activities. The Director also supports the Senior Leadership Team by managing special projects, organizing enterprise priorities, and supporting the execution of initiatives across the enterprise.

Primary Responsibilities

- **Corporate Governance:** Support CEO and General Counsel in leadership of corporation’s governance framework, ensuring the Board and Committees have the structures, information, and support needed to fulfill their strategic and oversight roles. Prepare and/or maintain comprehensive governance documentation, including Board and Committee meeting minutes, project documentation, and SIPC strategic and operating plans.
- **Board Administration:** Facilitate Board of Directors meetings and governance processes, as well as Director meetings with SIPC staff and external stakeholders. Prepare Board and Committee meeting agendas and support the development of meeting materials.
- **Enterprise Initiatives:** Work with all departments to support organizational priorities, timely completion of organizational projects, and alignment with progress according to SIPC strategic and operating plans, adding insights and identifying risks. Support alignment across teams on key decisions, priorities, and reporting. Ensure process efficiency and optimization across departments for complex enterprise-wide projects.
- **Communication:** Relay information between Senior Leadership Team members and other staff members. Attend Board and Committee meetings as appropriate and capture minutes, provide an overall picture of productivity to executives (and stakeholders as needed), and clearly and efficiently transmit information from Board of Directors and CEO to other leaders and staff.
- **Project assessment and facilitation:** In collaboration with other SIPC department leadership, assess risk, cost, and work required to achieve initiatives or special projects

outlined by the Board and the CEO and facilitate the project management component of execution to completion across the enterprise.

- **CEO Support:** Elevate issues that require CEO attention and support follow-through. Serve as trusted advisor to CEO, offering perspective and insights, particularly on corporate governance matters and enterprise initiatives. Provide high-level confidential administrative support to the President and CEO as needed

Required Knowledge and Skills

- Demonstrated knowledge of Board governance and corporate governance principles
- Excellent organization, preparation, and planning skills with experience supporting the development of Board meeting agendas and related materials and accurately assembling such materials
- Ability to learn and apply SIPC bylaws and policies to all reviewed and compiled materials and processes
- Proven ability to apply project management principles to multiple complex workstreams across an organization, including preferably projects involving transitions to automated or electronic methods
- Committed to continuous improvement and ongoing learning
- Attentive to detail and able to produce error-free work with little supervision
- High levels of stakeholder diplomacy and ability to properly handle confidential information
- Effective relationship management tactics and ability to adjust based on changing stakeholders and priorities
- Excellent written and verbal communication skills and collaboration skills
- Proficiency in MS office suite of products, Microsoft Teams, Webex and other video conferencing software
- Experience working in a legal, finance, or compliance-based environment preferred

Education and Experience

- Bachelor's Degree
- 6+ years of combined experience managing corporate governance; supporting governance best practices; and/or providing administrative support to Board of Directors