

## **CFALA Program Director**

### **Experience and Expertise:**

Deep knowledge (10+ years) of the investment management business with special reference to the roles of portfolio managers, security analysts and strategists/economists. Understand how money managers think and work, and what they believe is important. Excellent professional contacts and relationships on buy- and sell-side.

### **Responsibilities.**

Work with CFALA's Board of Governors, Executive Director and Program Committee to conceive and execute CFALA's programs for its membership. Role is to conceptualize interesting programs (stand-alone speakers, panels and larger events) including content, identifying quality speakers, assuring viewpoint balance and determining and coordinating date availability. Details of securing rooms, menus, invitations, etc. is handled by Exec Dir.

### **Requirements.**

Part-time (20-40%) commitment required. No travel. No set hours. Compensation to \$50k. Candidate will be polished, excellent written and spoken English, telephone capabilities, able to track down speaker candidates, and deal with senior people in the securities and research industries. Work will be by telephone and internet. CFALA will provide required expense reimbursement.

Send cover letter and resume to Linda Cahill, [linda@cfala.org](mailto:linda@cfala.org).