Reporting to the Treasurer, the Associate Director for Debt Planning & Capital Markets will hold a key position in all matters relating to New York University's debt, including planning and execution of transactions, as well as ongoing tax and covenant compliance. In addition, the Associate Director will collaborate with the other members of the Treasury team, the Office of Budget and Financial Planning, and relevant counterparts at the NYU Langone Medical Center to generate long-term forecasts and other credit outlook analyses which will provide decision support for the University's executive team and the Board of Trustees. The Associate Director will be responsible for building and maintaining all models related to long-term financial forecasts and projections regarding the University's credit profile. Continuous improvement of these models is a primary focus of this role. To enable efficient debt and cash planning, the position will be responsible for maintaining current data for all ongoing and proposed capital expenditures and/or acquisitions or dispositions in the Capital Plan in order to lead the strategy and execution for external funding of NYU's capital projects. The Associate Director will participate in preparations for credit reviews and communications with rating agencies, lenders and conduit bond issuers for NYU's debt transactions - including tax-exempt bonds, taxable bonds and private loans.

**Required Education:**  
Bachelor's Degree in a field pertinent to the position, such as Economics, Business, or Finance.  
  
**Preferred Education:**  
Master's in Business Administration (MBA) or other post graduate degree in a field pertinent to the role, e.g., Economics, or Finance  
  
**Required Experience:**  
5 or more years of post-graduate experience in a large corporate or non-profit institution working with long-range planning and financial analyses, including developing complex models and forecasts to optimize debt financings and/or corporate finance initiatives.  
  
**Preferred Experience:**  
Non-profit administration and/or municipal investment banking, serving the higher education, nonprofit or healthcare sector.  
  
**Required Skills, Knowledge and Abilities:**  
Advanced knowledge of and experience in the municipal debt capital markets as a banker, financial advisor, or issuer. A self-starter, able to initiate, lead and complete projects with minimal supervision employing effective independent judgment. Able to set and meet goals, manage multiple projects, manage competing priorities and complete assignments on time. Able to work collaboratively in cross-functional teams. Excellent skills in researching, analyzing, summarizing and preparing presentations. Excellent communication skills with the ability to present analyses and recommendations in verbal and/or written form effectively to NYU's senior leadership and Board level constituents. Advanced proficiency in Microsoft Office, particularly Excel and PowerPoint. Exemplary analytical and modeling skills.  
  
**Preferred Skills, Knowledge and Abilities:**  
Demonstrated experience in a similar role with a large higher education institution or hospital.  
  
  
EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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