



### **Manager, Keystone Scholars Program**

**The Pennsylvania Treasurer, one of three independent elected statewide officials, has an opening for a Manager of Keystone Scholars Program.**

**DESCRIPTION:** The Manager, Keystone Scholars Program will be responsible for developing the program, raising program endowment funds, and communicate any priorities internally and externally. Reporting to the Director, Bureau of Savings Programs

#### **Duties:**

- Work with the Treasurer and staff as directed to raise an endowment fund administered by the National Philanthropic Trust (NPT) to pay for Keystone Scholars grants.
- Work with Treasury's Policy, Legal and executive staff to implement fundraising and administrative policy for the Keystone Y Program as well as any potential matching or incentive grant programs.
- Work with the Director of the Bureau of Savings Programs to administer the Keystone Scholars Demonstration Project until its scheduled conclusion in January of 2021 or until such time as the Project is compliant..
- Work with Treasury's Policy Office to measure the impacts of the Demonstration Project.
- Work and coordinate with the Office of Legislative affairs, and Treasury's Office of Public Engagement to continue building partnerships with the General Assembly and organizations and individuals to support the Demonstration Project and the statewide program.
- Work with Treasury Executive Office and BSP staff to plan and execute outreach to philanthropic and community partners to design, fund and implement matching and financial incentive programs under the authority of Act 42 of 2018.

#### **Skills required:**

- Experience with philanthropic fundraising.
- Ability to develop and maintain relationships with community and local partners interested in supporting the Keystone Scholars mission.
- Ability to work closely as part of a team with the Treasurer, his executive staff, and the Director and staff of the BSP.

**Required Knowledge, Skills and Abilities:**

- *Required:* Bachelor's degree required; 5+ year's work experience, along with strong leadership, interpersonal, and oral and written communication skills.
- *Applied research and analytical skills:* Demonstrated ability to build relationships among individuals and organizations with a range of interests and perspectives. Ability to exercise a logical and resourceful approach to evaluating and addressing problems.
- **Treasury is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, ethnicity, age, handicap or disability, uniformed military status, veteran status, marital status, sexual orientation, genetic information, gender identity, or any other classification protected by law.**