



**Program Manager
Fund My Future Milwaukee**

Requestor: Department of Administration, City of Milwaukee

Opening Date: July 12, 2018

Closing Date: July 31, 2018

OVERVIEW: The City of Milwaukee and its community partners are launching Fund My Future Milwaukee, a citywide Children's Savings Account (CSA) initiative that will open an educational savings account for every 5 year-old kindergarten student in Milwaukee. Set to launch in 2018-19, the program will help put children in Milwaukee on the path to a successful future and will contribute to making Milwaukee a more economically vibrant and healthy city. The program is being implemented through public-private partnerships involving the City of Milwaukee, Milwaukee Public Schools, private and choice schools, Edvest College Savings Plan, the Greater Milwaukee Foundation, United Way of Greater Milwaukee & Waukesha County, and other partners.

GENERAL DUTIES AND RESPONSIBILITIES: *The general duties and responsibilities of the position are included in, but not limited to, the information listed below.*

Key responsibilities include to:

- Facilitate participant enrollment and tracking accounts
- Manage and safeguard seed and incentives (bonus rewards) with data tracking efforts
- Develop program policies and procedures; oversees program evaluation
- Conduct marketing efforts and use of digital media and technologies, in order to drive program participation
- Design, lead and implement all student, family and community outreach engagement
- Develop, strengthen and manage community partnerships
- Collaborate with the Department of Administration, Milwaukee Public Schools, choice and charter schools, Edvest and other identifiable partners to set the strategic direction for FMFM
- Communicate and coordinate distributions when students become eligible
- Serve as the main point of contact for all key relationships for FMFM program including the Milwaukee Public Schools, other City agencies, financial institutions, institutes of higher education, community groups, non-profits, private industry, evaluators, vendors, national stakeholders, other present and potential program partners and most importantly participating families and students
- Perform other related duties as required

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS:

- Completion of Bachelor's degree (Master's degree preferred)
- Minimum of 3 years of experience in government services or non-profit programming
- Experience managing programs in a government or non-profit environment
- Excellent communication, leadership, and organizational skills
- Experience working with children, families, and schools and in an urban setting (preferred)
- Ability to organize and manage input and feedback from multiple stakeholders
- Ability to work independently and adapt to changing priorities in a highly flexible work environment
- Proficiency with financial technologies and database management
- Willingness to work occasional and seasonal nights and weekends

SALARY:

The salary for this position is negotiable and will be commensurate with experience.

Interested parties should send their resume to: Diane Lopez @ dilope@milwaukee.gov

