

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



Director of Private Equity (Portfolio Manager 1) SERS

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$118,902.00 - \$190,647.00 Annually
JOB TYPE: Non-Civil Service Permanent Full-time
DEPARTMENT: SL State Employees' Retirement System
LOCATION: Dauphin County
OPENING DATE: 09/11/18
CLOSING DATE: 09/24/18 11:59 PM

BUREAU/DIVISION: Investment Office

WORKSITE ADDRESS: 30 North Third Street

WORKSITE ADDRESS: 5th Floor

CITY: Harrisburg, Pennsylvania

ZIP CODE: 17101

CONTACT NAME: Katie Mathews, Human Resource Director

CONTACT PHONE: 717.237.0242

CONTACT EMAIL: kmathews@pa.gov

THE POSITION:



If you are a self-motivated individual with private equity and private credit investment experience, exceptional communication skills, attention to detail, and you have a passion for institutional investments, then we invite you to apply!

Work Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m. with a one-hour meal period.

DESCRIPTION OF WORK:

The Pennsylvania State Employees' Retirement System (SERS) manages approximately \$29 billion in assets and we're looking for someone to help manage our private markets portfolio. This position assists the Managing Director of Private Equity in the planning, managing, and evaluating of the private

equity and private credit programs for SERS in accordance with the State Employees' Retirement Code, other applicable state, federal and international laws and regulations, and the SERS Statement of Investment Policy.

The private equity asset class comprises approximately 15% of the SERS portfolio and the private credit sub-asset class comprises approximately 4.5% of the SERS portfolio. This position shares in the fiduciary responsibility for successfully managing the SERS investment program and implementing and executing investment strategy within legal and policy guidelines.

View the full position description [here](#).

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Bachelor's degree and 4 years of relevant work experience in investment management; **OR** 2 years of relevant work experience in investment management and successful completion of advanced certification/education in a related field (e.g. CFA, CPA, MA, MBA, or Ph.D.); **OR** Equivalent combination of work experience and education (including demonstrated progress toward degree or certification).

*** A cover letter and resume must be submitted with this online application.**

*Applicants will be unable to edit or attach additional information to an application once it has been submitted. To make edits or attach additional documents after your initial submission, you will need to reapply.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #N-2018-24566
DIRECTOR OF PRIVATE EQUITY (PORTFOLIO MANAGER 1)
SERS
BO

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Director of Private Equity (Portfolio Manager 1) SERS Supplemental Questionnaire

- * 1. What is your highest completed degree from an accredited U.S. college or university or a certified foreign studies equivalency?
- Master's degree or greater
 - Bachelor's degree
 - Associate's degree
 - No degree
- * 2. What is your degree in (list all) as mentioned in the previous question, or type "not applicable" in the text field.
- * 3. How many years of institutional investment management experience do you have? An institutional investor is an organization that invests on behalf of its members (e.g. endowment funds, foundations, commercial banks, mutual funds, hedge funds, pension funds, insurance companies). Investment management is defined as asset management of various securities (e.g. stocks) and other assets (e.g. private equity) in order to meet specified investment goals for the benefit of investors.
- 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience

- * 4. Briefly describe your institutional investment management experience as mentioned in the previous question, or type "not applicable" in the text field.

- * 5. Do you have experience evaluating and monitoring private equity and/or private credit investment funds (e.g. buyouts, growth equity, direct lending, distressed debt, opportunistic credit strategies)?
 - Yes
 - No

- * 6. Do you have experience negotiating terms for private equity and private credit investment funds?
 - Yes
 - No

- * 7. Briefly describe your private equity and/or private credit investment experience as mentioned in questions #5 and #6, or type "not applicable" in the text field.

- * 8. Do you hold a Chartered Financial Analyst (CFA) designation?
 - Yes
 - Currently enrolled in program
 - No

- * 9. Do you hold a Chartered Alternative Investment Analyst (CAIA) designation?
 - Yes
 - Currently enrolled in program
 - No

- * 10. Have you attached/uploaded a copy of your cover letter?
 - Yes
 - No

- * 11. Have you attached/uploaded a copy of your resume?
 - Yes
 - No

- * 12. This position is located in Dauphin County, Harrisburg, Pennsylvania. The employer will not pay for relocation, housing, or travel expenses. Are you willing to work in and commute to this location?
 - Yes
 - No

- * Required Question