



## **Classification Description**

---

**Job Title: Foundation Scholarship Manager**

**Pay Grade: 115**

**Job Code: 4312**

**FLSA Status: Exempt**

### **Job Purpose**

The Foundation Scholarship Manager is responsible for the overall administration of Foundation scholarships as well as the development of protocols, policies and best practices for awarding and management of Foundation scholarships, to include awarding, fund management, compliance, program planning and implementation, and policy development. This position will serve as the initial point of contact for inquires and concerns regarding Foundation scholarships. The Foundation Scholarship Manager will also serve as a liaison to Financial Aid and other College departments.

### **General Responsibilities**

#### **Essential Functions**

Manages and facilitates all daily aspects of the Foundation's scholarship program to support and monitor student disbursements. Addresses and troubleshoots student concerns related to scholarship programs.

Identifies issues/trends by working in unison with Financial Aid, Admissions, and Student Affairs, to resolve issues related to scholarship disbursements. Prepares reports to detail-related findings; researches and provides recommendations for management action.

Prepares and sends out award notification to scholarship recipients. Regularly reviews eligibility and enrollment/changes, and communicates related information to students.

Manages, facilitates, and participates in the selection of Foundation scholarship awardees.

Coordinates various selection processes such as committees, clubs, essays, and board members.

Creates and maintains reports to verify student eligibility of scholarship requirements.

Maintains a collection of students thank you notes and testimonials.

Regularly reviews and updates the scholarship platform and/or collaborates with Financial Aid to accomplish prior to the start of each semester. Gathers and reviews feedback in regards to the platform content and makes recommendations for changes.

## FOUNDATION SCHOLARSHIP MANAGER

Actively participates in researching and recommending improvements to the scholarship disbursement process.

Collects and reports data related to scholarship disbursements for grant reporting and other donor stewardship reports.

Maintains scholarship disbursement process compliance with all related laws, rules and policies.

Supports supervisor with special donor recognition initiatives to support the Foundation's philanthropic mission. Provides support for donor recognition events and planning as needed.

Provides additional support for Foundation financial activities.

Assists with supervising student assistants and/or other volunteers.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education.

Four (4) years full-time related professional work experience. Appropriate combination of education and experience may be substituted.

Excellent organizational talents, strong oral and written communication skills and logical analytical and problem resolution ability.

Experience working with students in an educational setting.

Experience creating and presenting reports.

Proficiency or demonstrated ability to learn new software programs quickly and efficiently preferred; particularly Award Spring, Raiser's Edge, and Financial Edge platforms.

## FOUNDATION SCHOLARSHIP MANAGER

Demonstrated experience using a personal computer, office software such as MS Office with particular proficiency in Microsoft Word and Excel required including accurate spelling and typing skills.

Demonstrated ability to:

- Clearly communicate orally and in writing.
- Maintain a high level of professionalism for sensitive or confidential communications.
- Learn and understand federal and state regulations.
- Organize workload and establish priorities.
- Take initiative and work with limited supervision.
- Reason and exercise judgement and discretion.
- Conduct research, make recommendations and prepare reports and spreadsheets.
- Perform work that requires a high level of attention to detail.
- Travel between campuses, as needed.
- Work effectively in a diverse community, and meet the needs of diverse student and employee populations.
- Work evenings and weekends as needed.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office. May occasionally work remotely, based on operational needs and supervisor approval.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 26, 2024.