



THE COMMUNITY FOUNDATION

POSITION TITLE: Scholarship Program Officer
REPORTS TO: Director, Community Programs

Rochester Area Community Foundation, in partnership with generous philanthropists and community partners, works to improve the quality of life for people who live and work in the eight-county region. The Foundation is focused on two broad goals: creating an equitable community and strengthening our region's vitality.

POSITION SUMMARY: The Scholarship Program Officer manages the Foundation's scholarship program, which contributes to the creation of an equitable community by providing academic scholarships that encourage the pursuit of education and improve access to and completion of post-secondary education and opportunities for personal and professional development that increase the likelihood of school and career success.

JOB PROFILE

The Scholarship Program Officer is responsible for administering the portfolio of more than 130 scholarship funds with the potential to distribute over \$1M in scholarships on an annual basis. The Program Officer continuously evaluates the program for intended impact, identifying opportunities for improvement while enhancing the donor and recipient experience. Integral to the job is mastery of the Foundation's industry-specific relational database and online scholarship management platform; acting as the Foundation's resident expert on best practices in the field; and serving all constituents with excellence to maximize distribution of funds and assurance that we act as good stewards on behalf of our donors and the community.

The Program Officer convenes an advisory committee of volunteers that supports the scholarship program by developing and advising on the implementation of a framework that promotes efficient, sustainable, and impactful practices that honor donors' charitable interests, help the Community Foundation meet the needs of the community, and advance the Foundation's goal to create a more equitable community.

Responsibilities include:

Scholarship Award Process

- Work with the Director, Community Programs, and the advisory committee to select awardees and distribute scholarships for roughly 130 scholarship funds.
- Stay current with trends, best practices, and other regulations related to scholarship grantmaking to ensure compliance, efficient operations, and maximum impact.
- Develop and implement a measurable outreach strategy to target potential applicants aligned with the various scholarship fund eligibility requirements.
- Review, update and streamline the searchable scholarship database and the online scholarship application to ensure maximum distribution and reduce barriers for applicants.
- Manage the application process and provide technical support to students, parents, and others engaging with the online scholarship application.
- Coordinate and convene the Foundation's internal and external selection committees; train all members on their responsibilities; and project manage their roles in the process.



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- Process and document scholarship awards and payments in a timely and accurate manner.

Process Management and Improvement

- Research and communicate new tools and methods for maximizing impact of scholarship awards and programs.
- Recommend and implement improvements to scholarship processes and procedures that ensure clear and consistent information for schools, students, and their support networks.
- Utilize continuous improvement techniques to ensure appropriate due diligence and documentation, administrative efficiency, and well-documented community impact.
- Maintain the technological platform supporting the scholarship program to ensure accurate and useful information management and reporting for decision-making.

Internal and External Engagement

- Build and maintain relationships with donors, scholarship recipients, educational institutions, and agencies that serve potential applicants. Offer informational sessions for prospective applicants and others who would benefit from learning about the scholarship program.
- Act as a resource for all stakeholders by creating, enhancing, and distributing collateral, holding informational sessions, and acting as a point of service on behalf of the Foundation.
- Provide educational opportunities to keep donors apprised of best practices and current needs. Work with the Foundation's Philanthropic Engagement Department to provide advice to donors and perspective donors interested in scholarship funds.
- Partner with the Foundation's Communications Department to create and implement a marketing plan and relevant materials for distribution to various social media channels and informational events relating to the scholarship program.
- Interact with other members of the Community Programs team to strategize on the overall impact of our department and opportunities for collaboration.

Other duties as assigned by management: Given the dynamic nature of the Community Foundation's work, the job will inevitably grow and change over time. The Scholarship Program Officer's recommendations for these changes, and participation in their implementation, will be a crucial element in advancing the Foundation's ability to carry out its mission.

DESIRED SKILLS AND CHARACTERISTICS

Outstanding oral and written communication skills; strong interpersonal skills and planning and analytical ability; experience with program development, program management, strategic implementation and meeting facilitation; and demonstrable technical skills, willingness and aptitude to engage with new software. Able to handle multiple tasks simultaneously with strong attention to detail, keen desire for excellence and accuracy. Flexible and adaptive; comfortable working with people from all backgrounds, team player; self-starter and self-reliant but able to consult with others. Integrity and discretion are essential as is direct experience and passion for customer service; Has passion and vision about creating a strong community and shares the values of the Community Foundation. Preference for candidates with direct experience in scholarship and/or grants administration.



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MINIMUM EXPERIENCE

At least five (5) years of experience in scholarship program administration, or related field such as: college admissions, high school counseling, donor relations, and / or community outreach and engagement. A master's degree in a related discipline is preferred; a bachelor's degree with relevant experience will be considered.

Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Travel for the position is primarily local. Must have reliable transportation and driver's license in good standing.

COMPENSATION

Competitive, based on recent compensation survey, with standard Community Foundation benefits. Approximate starting range: \$58,000 – \$68,000

HOW TO APPLY

By June 23, 2023, email cover letter and resume to RACF-ScholarshipOfficer@racf.org. **No phone calls, please.**

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

*Rochester Area Community Foundation is an Equal Opportunity Employer
and believes in the value of a diverse workforce.*