



Flourish with us as our Scholarship Manager!

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

As the Scholarship Manager, you will be responsible for executing and strengthening the Community Foundation's goal of growing philanthropy through donor development, supporting the Foundation's donor services and gift planning efforts to steward new donors and existing fund advisors, and providing oversight and administration of the Foundation's robust scholarship program. This includes reviewing fund balances, implementing publicity of the scholarship program, administering the application process and awards, ensuring compliance with scholarship eligibility requirements and guidelines, managing the pool of volunteers who serve as selection committee members, and fostering fund advisor relationships. In 2024, more than \$1.7 million in scholarships are available, thanks to the generosity of our donors!

If you have a bachelor's degree and/or at least three years' experience working in foundation, philanthropic or nonprofit environment, donor development, community relations or customer service, we want to hear from you. Qualified candidates must also have experience working with a relational database, such as Foundant Technologies or Blackbaud/Fusion Labs products, be proficient with Microsoft Office 365, and able to work in a fast-paced environment with multiple and changing responsibilities. Please see the detailed job description below.

We have been certified as a 2022 silver-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce. This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes health and dental insurance, 401(k), paid time off, paid volunteer hours, and professional development. This position is expected to work the hours necessary to fulfill the duties of the position, which is generally 40 hours per week. The salary range is \$62,600 - \$68,900 annually. A start date no later than May 6, 2024 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to careers@cffoxvalley.org using the following email subject line: Scholarship Manager.**



Job Description

POSITION TITLE: Scholarship Manager

DEPARTMENT: Donor Services & Gift Planning

LOCATION: Community Foundation for the Fox Valley Region 4455 W. Lawrence St. Appleton, WI 54914

REPORTING TO: Asst. Vice President of Donor Services & Gift Planning

FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt

CLASSIFICATION: Full-Time Benefits Eligible

LAST UPDATED: May 6, 2024

POSITION SUMMARY

The **Scholarship Manager** is part of the Foundation's dedicated team of professionals who work together to strengthen our community for current and future generations by helping people make a difference in the lives of all. The team supports strategic direction and mission of the Foundation under the core values of integrity, respect, teamwork, stewardship, and diversity, equity, inclusion, and antiracism (DEIAR).

The **Scholarship Manager** is responsible for executing and strengthening the Foundation's strategic goal of growing philanthropy through donor development, supporting the Foundation's donor services and gift planning efforts to steward new donors and existing fund advisors, and providing oversight and administration of the Foundation's scholarship program. The Asst. Vice President of Donor Services and Gift Planning will provide strategic direction and planning guidance to ensure alignment with the Foundation's strategic development plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundamental Responsibilities

- Manage all aspects of the Foundation's scholarship program. Review fund balances, implement publicity, administer the application process, review related forms and applications for accuracy, completeness, and compliance with scholarship eligibility requirements and guidelines.
- Grow donors' relationships with the Foundation by ensuring accurate and meaningful communication, including scholarship profiles, annual statements, acknowledgement letters from recipients and e-newsletters.
- Manage the pool of community volunteers who serve as selection committee members. Coordinate training and committee meetings.
- Foster fund advisor relationship to ensure continued involvement in giving through the Foundation by discussing legacy plans and responding to cues that signal an opportunity for an estate provision, additional contribution, or new fund.
- Review all scholarship funds to make best use of available amounts for awards and review criteria for best possible outcome for the number of applications received. Work with fund advisors to adjust scholarship criteria accordingly.
- Coordinate all aspects of student contact including responding to applicant questions, setting up interviews, notification of awards and declines, processing of scholarship awards and payments, verifying eligibility, and monitoring academic progress and distribution of award checks.
- Document processes for each scholarship process for board ratification, including descriptions of committee set-up and selection process.
- Coordinate and communicate scholarship information with high schools/colleges on an on-going basis.
- Prepare written communication regarding scholarship results and share with fund advisors.

- Keep abreast of trends and best practices in scholarship programming and IRS compliance.
- Consistently monitor and adapt scholarship processes as needed to ensure maximum effectiveness of staff time without jeopardizing fund advisor satisfaction, while implementing and streamlining technology/software upgrades.
- Partner with Director of Gift Planning to establish new scholarship funds, including meeting with prospects, suggesting and establishing criteria, guidelines, processes, or relevant forms.
- Develop, implement, and monitor internal procedures, forms, and web content.
- Prepare, review, and update scholarship applications in the Community Foundation's online application software and on paper annually.
- Prepare presentations as needed and partner with schools and community organizations to share the opportunities of scholarship program to prospective applicants.
- Implement the Foundation's donor engagement and service strategies to ensure that all donors and fund advisors receive excellent, timely, and integrated service.
- Consistent outreach (minimum of once/year) to fund contacts that features meaningful information to fulfill their charitable objectives including informing them of giving trends, community needs, emerging issues, and ways to invest in the community.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Minimum of a bachelor's degree and/or at least three years' experience working in foundation, philanthropic or nonprofit environment, donor development, community relations or customer service.
- Knowledge of outright and planned gift fundamentals and financial/legal aspects of charitable giving.
- Experience working with a relational database, such as Foundant Technologies or Blackbaud/Fusion Labs products.

KNOWLEDGE, SKILLS, AND ABILITIES

- Able to demonstrate teamwork, respect, integrity, stewardship, and DEIAR throughout work and interactions.
- Excellent written and verbal communication skills, comfortable answering phone calls, and speaking with people in-person and on the phone.
- Exceptional customer service skills.
- Critical thinking skills and the emotional intelligence to work with our donors, board, and committee members.
- Understanding of database organization and concepts.
- Understanding and addressing complex challenges with mature judgement, high integrity, and professional demeanor.
- Position requires being a self-starter. Exceptional organization, planning and workload prioritization skills, accuracy, attention to detail, ability to multi-task, team oriented with the ability to work independently and be a problem solver.
- Proficient knowledge in Microsoft programs such as Word, Excel, SharePoint, and Outlook and the ability to master various software applications.
- Confidentiality of the information with which the individual has contact must be maintained.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Travel occasionally to surrounding area businesses for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.