



ALLIANCE

Regional Scholarship
Manager
Position Description

Position Title – Regional Scholarship Manager

Employment Classification – Regular, full time, exempt

Application Deadline – Saturday, September 23, 2017

This position will administer the scholarship programs in the counties of Gibson, Posey, Vanderburgh, and Warrick for the Community Foundation Alliance. Regular travel between counties is required; reliable personal transportation needed. This position reports to the Director of Programs and Strategic Engagement and will work cooperatively with other regional team members and other staff members.

Duties of the Position

- Develop and implement best practices within the scholarship program, assist with scholarship application review and award programs, and handle inquiries from students, parents, and schools.
- Oversee the online scholarship application process.
- Provide grant making expertise, assistance, and training to scholarship committees.
- Schedule and staff scholarship committee meetings.
- Prepare correspondence to applicants regarding award status.
- Develop and maintain relationships with external scholarship constituents, including school districts and other local scholarship providers.

Job Qualifications and Requirements

- Bachelor's degree preferred but not required. Minimum of 5 years' full-time work experience, preferably successfully managing projects and teams.
- Entrepreneurial thinker with highly evolved relationship building skills and ability to adapt to changing circumstances while working with a variety of personalities and priorities.
- Team builder who empowers others to work collaboratively and with accountability, while providing the support and resources they need to succeed.
- Capacity to generate new ideas and act creatively and strategically.
- Exceptional written and verbal communication skills.
- High degree of organization and attention to detail.
- Available for some evening meetings.

Salary and Benefits

- Compensation commensurate with salary standards and work experience
- Competitive benefits program

It is the Community Foundation Alliance's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, genetic information, veteran status, or any other category protected under state or local law.

How To Apply

No calls, please. Email cover letter and resume, to be received electronically no later than Saturday, September 23, 2017, to Jill Carpenter, Executive Director, Community Foundation Alliance, Inc. at: jcarpenter@communityfoundationalliance.org