

**SCHOLARSHIP PROGRAM COORDINATOR**

**DEFINITION**

Under direction, oversees and implements the college scholarship program; works closely with the Executive Director of the Foundation to research major prospects, develop new scholarships and implement all necessary aspects to advance the scholarship program consistent with the College's institutional plan and the foundation's development plan.

**REPORTING RELATIONSHIP**

Receives general supervision from the designated manager at the college.

**EXAMPLE OF DUTIES**

Oversees the awarding of scholarship monies and monitors funds; works closely with the Foundation Executive Director to assure complete fund utilization of restricted and unrestricted funds.

Develops scholarship funds, researches major prospects, and cooperates with the Executive Director to cultivate the prospects.

Assists in developing the objectives for the scholarship program that are consistent with the College's institutional plan and the Foundation's development plan.

Performs research on foundations, analyzes data for future development opportunities and assists in writing grants as appropriate.

Studies student population and identifies unmet needs for scholarship fund development.

Assures full scholarship utilization including establishing new scholarships, identifying students who qualify for restricted, unrestricted, and nominated scholarships administered through the scholarship program.

Develops and maintains effective relationships with business and community leaders; participates in community events.

Represents the college to external organizations and constituencies; writes, develops, and delivers presentations to business, community, and college organizations to initiate interest in donations and involvement in the college scholarship program.

Delivers presentations and workshops to campus and off-campus groups to assist students to compete effectively in the scholarship process.

Schedules and coordinates interviews with outside donor representatives at various campus and off-campus locations.

Participates in assuring the accuracy and confidentiality of donor and prospect information.

Participates in the scholarship committee and coordinates efforts with the faculty senate.

Plans and coordinates the annual scholarship recognition program.

(over)

**MINIMUM QUALIFICATIONS**Knowledge of:

General principals of research, analysis and preparation of statistical reports.  
Purpose and function of resource development including donor cultivation, solicitation techniques, gift planning, proposal development and preparation, gift accounting and donor recognition.  
Local community based organizations and resources.  
General financial record keeping and fund accounting.

Ability to:

Make effective presentations.  
Write effective, results-oriented development proposals.  
Analyze situations carefully and adopt effective courses of action.  
Plan and organize work activities.  
Develop liaisons with business, industry, and community members for the purpose of securing donations.  
Operate a personal computer using general software applications such as word processing, presentation programs, and graphic packages.  
Compose letters, reports, and proposals independently.  
Utilize and monitor subsidiary accounts.  
Communicate effectively and tactfully in both oral and written form.

**EDUCATION AND EXPERIENCE**Education

Bachelor' s Degree in Management, Public Administration, or a related discipline.

Experience

Five years recent experience with a foundation, non-profit fund raising campaign or organization, a college development office, or equivalent.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read printed materials including computer screen and electronic displays.
- Demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrate ability to input necessary data into computer terminal and/or create documents, and reports, to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.

