Community Foundation for Muskegon County

Position Description

The Community Foundation *for* Muskegon County is seeking a full-time Scholarship Program Coordinator. The successful candidate will possess excellent communication and organizational skills, a passion for creating hope and opportunity for our youth, and knowledge of the Pre-K-Career educational system. Diversity and inclusion are important values of the Community Foundation, and we are committed to striving for a diverse workforce, made up of staff that represents the community we serve.

# Position Title: Scholarship Program Coordinator

**Department:** Community Investment

**Reports To:** Vice President of Community Investment

**General Summary:**

This position will be primarily responsible for the Community Foundation’s scholarship program. The position will also contribute to the development and execution of the Community Foundation’s work in the field of career readiness and talent recruitment, including support in development of a Reverse Scholarship pilot program. The position includes acting as a liaison between the Community Foundation and: scholarship fund donors; scholarship committees; school educational staff; scholarship applicants and recipients; university financial aid offices; and Community Foundation geographic affiliates. Other responsibilities include support of research and design of innovative educational programs that will provide hope and opportunity to Muskegon’s youth, Scholarship Program and KickStart to Career (K2C) program evaluation, database management, report preparation related to the scholarship and K2C program, and other general duties related to the functioning of the Community Foundation.

## Principal Duties and Responsibilities:

1. Management of the Community Foundation scholarship program (**75%**). This area of activity includes:

* Scholarship application development and maintenance
* Coordinating scoring of scholarship applications and scholarship selections, including meetings with volunteer scholarship committees
* Communicating with scholarship donors regarding fund status, selection process, and awards
* Managing the scholarship notification process and renewal process
* Data entry and scholarship processing for scholarship payment, providing other administrative support needed to maintain the scholarship program
* Master the Submittable, Access, and CSuite software programs for scholarship management, producing all necessary reporting relating to scholarships
* Connecting with area school districts and service providers to share the opportunities available through community foundation scholarships
* Assist Geographic Affiliate Mason County with their scholarship programs, meeting with donors and committees as well as distribution of scholarship awards
* Implementation of the Adult Student Scholarship Program
* Research and communicate new tools and methods for maximizing impact of scholarship awards and programs

1. Work with the Vice President of Community Investment to implement a Reverse Scholarship program, including program design, outreach, and implementation
2. Support of the Kickstart to Career – Muskegon County Program, including program evaluation and innovation around the future of the childhood savings account program
3. Leadership, recruitment, and administrative support for the Community Foundation’s youth grantmaking committee, the Youth Advisory Council.

**Knowledge, Skills, and Abilities:**

The ideal candidate possesses:

* Bachelor’s degree *or equivalent experience* in the areas of nonprofit management, education, administration, human services, social science or other related fields.
* Experience and/or knowledge of the Muskegon County Pre-K - Career educational community, college and career access programs, and scholarship provider networks.
* Excellent written and verbal communication skills; strong analytical skills; attention to detail; ability to organize a body of work and effectively manage deadlines while maintaining focus. Well-developed research skills and the ability to synthesize new information readily. Comfortable relating to diverse groups of people and professionals. Ability to work independently and as a team member.
* Experience with database management and data entry – or a willingness and ability to learn - is a very important element of this position. Assigned duties will require an advanced knowledge level the Microsoft Office Suite including Word, Excel and Access.

**Please send a resume and cover letter to** [**receptionist@muskegonfoundation.org**](mailto:receptionist@muskegonfoundation.org) **by July 29, 2022.**