

JOB TITLE: Scholarship and Systems Coordinator	UPDATED ON: 12.17.18
LOCATION: 615 F Oak Street, Suite 1300 Gainesville, GA 30501	REPORTS TO: Megan Martin, Vice President of Marketing & Development
WORK RELATIONSHIPS (positions the incumbent interfaces with on a regular basis) President & CEO, Vice President of Finance, Vice President of Marketing & Development, Director of Grants & Community Partnerships, Manager of Administrative Services	
PURPOSE The primary responsibilities are to coordinate the scholarship funds and handling the administration of the grant management systems that are used by the Foundation.	
<p><b>ESSENTIAL DUTIES</b></p> <p><b>Scholarship Program</b></p> <ul style="list-style-type: none"> <li>• Work closely with the VP of Marketing &amp; Development to oversee the scholarship program</li> <li>• Handle the annual process of the scholarship from start to end.</li> </ul> <p><b>Systems Manager</b></p> <ul style="list-style-type: none"> <li>• Serve as the Raisers Edge (RE) point-person</li> <li>• Track associated data for constituents in order to pull lists as designated by other NGCF colleagues</li> <li>• Enter new constituents as instructed by other colleagues within NGCF</li> </ul> <p><b>Website Administration:</b></p> <ul style="list-style-type: none"> <li>• Update website with current information as directed by VP of Marketing &amp; Development</li> </ul> <p><b>Fund Management:</b></p> <ul style="list-style-type: none"> <li>• Enter new funds into Raiser's Edge (RE) and Financial Edge (FE)</li> <li>• Link constituent relationships appropriately in the grant management systems</li> <li>• Completely set-up new funds and donors in system with steps delegated by the VP of Marketing &amp; Development Send</li> <li>• Serve as point-person for donor portal questions and set-up</li> </ul> <p><b>Policies &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>• Research, develop and make recommendations regarding policies and procedures for areas of responsibility</li> <li>• Maintain centralized policies and procedures documents, updating as directed by the President/CEO</li> <li>• Manage and ensure National Standards process is completed in advance of deadlines</li> </ul> <p><b>Additional Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Periodically represent the foundation at community events, program-related meetings and conferences</li> <li>• Perform other duties as assigned by the President/CEO and Vice President of Marketing &amp; Development</li> </ul>	

## JOB SPECIFICATIONS

### **Qualifications:**

- Undergraduate degree or equivalent experience required
- 2-3 years of experience in data management, record keeping, relationship building
- Ability to plan strategically, set priorities, multi-task, plan work, communicate effectively
- Strong interpersonal skills with ability to create meaningful relationships, internally and externally
- Ability to analyze numbers for discovery and planning purposes & maintain donor records.
- Strong teambuilding and partnership skills
- Strong communication and interpersonal skills
- Use of personal vehicle required

### **Skills and Abilities Requirements:**

- Ability to strategically plan and organize
- Ability to develop & maintain an accurate database
- Proven ability to interact favorably with constituents and team
- Skills in database software management desired; knowledge of Raiser's Edge, Grants Edge, Excel, Word and/or MailChimp a plus

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job. This job description supersedes all descriptions previously written for the same position.*