



SCHOLARSHIP ADMINISTRATOR JOB DESCRIPTION

POSITION OVERVIEW:

The Scholarship Administrator's primary responsibility is to manage the NGCF scholarship program, while also providing support for other NGCF programs. This position is also responsible for maintaining strong relationships with the Foundation's fundholders and grantees. Other key responsibilities include answering the telephone and managing the internal mail process. This position reports directly to the Director of Strategic Initiatives.

PRIMARY RESPONSIBILITIES:

The following areas of focus are essential for the Scholarship Administrator:

1. *Fundholder Services*
 - Develop and maintain strong relationships with the Community Foundation's fundholders and nonprofits, while providing them a with high-level of client service
 - Capture important information and data, ensure that it is entered appropriately into Foundant so that the NGCF team can provide the highest level of service to our fundholders
2. *Scholarships*
 - Work closely with the Vice President of Marketing & Development to manage the scholarship fundholder relationships
 - Serve as the NGCF scholarship program manager and be responsible for the annual process from start to finish
 - Be the primary contact for the school counselors and keep counselor list updated
 - Manage the committee process, including verification of members, documentation of required materials, meetings, and manage their selection process and award announcements
 - Organize and manage committee communication ensuring that parties receive all critical information
 - Manage process of communicating winners to fundholders and to schools
 - Send all agreements to scholarship award recipients, process declines, and manage the collection process
 - Process scholarship recipient's information and distribute awards to appropriate institutions
3. *Community Grants Programs*
 - Assist the Director of Grants & Community Partnerships with grant-making from the NGCF Community Fund; organizing information for committee and maintain accurate applicant records
 - Provide support to the Community Grant Committee and the Director of Grants & Community Partnerships during the Community Grant approval process
4. *Nonprofit Partner Engagement*

- Provide support to the Director of Grants & Community Partnerships for the G.R.O.W Program and for the Non-Profit Network
- Manage Foundation Directory Online (FDO) process responding to inquiries, booking appointments, and tracking usage for board reporting
- Manage the online booking system for conference rooms

5. *Operational Responsibilities*

- Be the primary team member to answer and direct incoming telephone calls
- Process outgoing mail and sort and distribute incoming mail
- Monitor office supplies and equipment inventories, managing the replenishment appropriately for the Jesse Jewell office
- Ensure conference rooms at the Nonprofit Center are being maintained and utilized effectively
- Manage key tracking and logging, issuing of keys to staff/tenants for the Nonprofit Center
- Assist with Nonprofit Center Facilities management and vendor management
- Other projects/duties as assigned for the overall benefit of the organization

POSITION QUALIFICATIONS AND SKILLS:

- Problem-solving skills a must
- Must be detail-oriented and highly organized
- Ability to manage multiple tasks simultaneously
- Positive attitude and team-oriented
- Works independently and self-motivated
- Excellent written and oral communication skills

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Undergraduate degree or equivalent related experience preferred
- Professional experience preferred
- Proficient in Microsoft Office and Outlook programs