



SCHOLARSHIP ASSOCIATE JOB DESCRIPTION

POSITION OVERVIEW:

The Scholarship Associate's primary responsibility is to assist the Scholarship Manager with the administration of 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 Vice President, Strategic Initiatives.

PRIMARY RESPONSIBILITIES:

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

1. Fundholder Services

- Develop and maintain strong relationships with the Community Foundation's fundholders and nonprofits, while providing them with a 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

- Assist the NGCF Scholarship Manager with the annual process from start to finish
- Be the primary contact for the school counselors and keep counselor list updated
- Assist with the scholarship review process, including verification of committee members, documentation of required materials, meetings, selection process and award announcements
- Organize and manage committee communication ensuring that parties receive all critical information
- Send all agreements to scholarship award recipients, process declines, and manage the form collection process
- Process scholarship recipient's information and distribute awards to appropriate institutions

3. 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
 - Other projects/duties as assigned for the overall benefit of the organization
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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