

The Cape Cod Foundation
POSITION DESCRIPTION

JOB TITLE: Scholarship Officer

INTRODUCTION:

The mission of The Cape Cod Foundation is to build permanent charitable resources for community betterment through informed grantmaking and civic leadership. The Cape Cod Foundation makes a measurable difference in the community by being a source of solutions for donors, providing leadership, and leveraging resources. The Foundation is known as a proactive, high-quality grantmaker that uses its knowledge of the community to support strategic investments that result in meaningful impact and meet the unmet needs of the community.

The Foundation Board of Directors recently adopted a strategic framework for 2020-2022. Essential to the success of plan implementation and the overall goal of advancing our role as a transformational community leader and grantmaker is continuing to build and advance a high-performance culture among staff, Board, and volunteers. Inherent in this goal is the need to provide excellent customer service for our donors and other constituents at all levels of the organization.

PURPOSE:

The Scholarship Officer plays an essential role as the key contact for all Cape Cod Foundation scholarship programs and for the Cape Cod Association Scholarship program. Last year, more than \$1 million in scholarships was awarded to more than 400 local students from The Cape Cod Foundation and the Cape Cod Association combined. In addition to administrative functions necessary to manage the scholarship programs, this position will be the primary relationship manager for scholarship fundholders, students, parents, schools, committee members, and volunteers.

POSITION TYPE: Part-time, non-exempt (24/hours per week, with ability to increase hours during peak scholarship season, which runs April-June)

REPORTS TO: Director of Programs and Donor Services

DUTIES AND RESPONSIBILITIES:

- Manages the entire scholarship program for The Cape Cod Foundation and the Cape Cod Association (www.capecodassoc.org) including, but not limited to:
 - Developing, maintaining, and troubleshooting all online application forms and programs.
 - Responding to inquiries from students, parents, schools regarding the application process.
 - Providing annual payout information to all scholarship funds.
 - Processing applications
 - Managing and staffing all scholarship committees
 - Providing excellent donor services to scholarship fundholders
 - Notifying applicants and fundholders of committee decisions
 - Working with high schools, as appropriate.
 - Monitoring enrollment/performance status of scholarship recipients.
 - Processing award payments.
 - Taking the lead in working with other staff to plan and organize annual scholarship reception for recipients and donors
 - Ensuring all scholarship recipient information is properly entered in appropriate software
 - Preparing reports and annual assessment of scholarship program.

- Staying current on legislative changes as they relate to scholarship administration and adapts policies and procedures as necessary.
- Conducting annual review in fall of all scholarship criteria, etc.
- Preparing all necessary scholarship related materials and reports needed for Cape Cod Foundation Board and Cape Cod Association Board
- Staying connected to other scholarship resources and student support programs, both internal within the foundation and external within the community
- Maintaining a working knowledge of financial aid and keeping up to date on industry trends
- Serving as primary staff liaison with the Cape Cod Association; in addition to managing the scholarship program, works with and provides support for the CCA Board and other CCA-related business
- Supporting Marketing and Communications Officer with program content for press releases and other public relations materials for both The Cape Cod Foundation and the Cape Cod Association
- Managing the Kelley Foundation Nurse scholarship program
- Working with President and CEO and Director of Programs and Donor Services on scholarship donor engagement and educational events
- Other duties as required.

QUALIFICATIONS:

- Detail-oriented, responsible, energetic, personable, self-directed
- Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, manage details, problem solve, and meet deadlines
- Strong computer skills with specific software (MS Word, Excel, and Windows), database management systems and use of the Internet
- Must be comfortable learning customized foundation software and view technology as an asset!
- Strong oral, written and interpersonal skills
- High degree of personal and professional integrity
- Nonprofit work experience and knowledge of the Cape Cod community a plus, particularly in the field of education
- Bachelor's degree preferred
- Available for morning and evening meetings and high volume of work during the spring

The Cape Cod Foundation is an equal opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation in accordance with federal and state law.

To apply: Please send a cover letter expressing your interest and qualifications AND a copy of your current resume by email to: info@capecodfoundation.org. Applications will be accepted until position is filled.