



Position Description

Scholarship Coordinator

Foundation for Appalachian Ohio

The Foundation for Appalachian Ohio (FAO) is a regional 501(c)(3) community foundation with a mission to create opportunities for Appalachian Ohio's citizens and communities by inspiring and supporting philanthropy. As a community foundation, the core administrative function of FAO's work is the stewardship of charitable funds, grants and endowments – the effects are transformational changes to ensure a region abundant with possibilities.

Position Overview

The position provides a tremendous opportunity to join FAO at its next stage of development, as you work with the team to support the scholarship program. The Scholarship Coordinator will gain foundational knowledge of the community foundation field and must possess excellent interpersonal communication abilities, attention to detail and the ability to multi-task and meet deadlines.

Summary

The Scholarship Coordinator will oversee FAO's scholarship activities, including: multiple application processes, outreach, eligibility; coordinating volunteer review committees; communication with fund representatives; managing compliance with agreement guidelines; coordinating and communicating award distributions; and coordinating FAO's shift to an online scholarship program.

Responsibilities / Job Duties

- Administer all aspects of FAO's annual scholarship program, which includes distributing scholarship information, processing scholarship applications, conducting due diligence, tracking program steps, and precise record keeping.
- Design and process scholarship applications, assuring appropriate evaluation and determination of awards.
- Maintain deep knowledge of scholarship regulations and fund goals, eligibility, selection process, and award criteria and comply with all federal requirements.
- Coordinate FAO's Scholarship review and selection process, preparing review materials and communicating with community volunteers and donors, and perform all follow-up from deliberations and recommendations of committees.
- Provide timely and accurate communication with scholarship applicants, families, award recipients, donors, schools and related parties.
- Prepare and monitor scholarship payments and work with the Finance Team to process ongoing scholarship payments to post-secondary institutions.
- Create and maintain detailed, secure scholarship files according to FAO policies.
- Work in partnership with the leadership team to assure a quality experience for the applicants, references, reviewers, donors and the Foundation.
- Monitor and refine, on a timely basis, the administrative and relationship management systems that support donor services and scholarship programs.
- Recommend website updates, as needed, and keep records of potential student recipient or donor stories for publication.
- Represent the Foundation at community events and civic functions.

- Assist with transitioning FAO's scholarship program to an online platform, including working with vendor to develop online applications, committee/volunteer review materials, coordinating workflow for applicants and reviewers through an online portal.

FAO is a small, team-oriented organization and all staff members engage in a variety of responsibilities and asked to contribute to various office and mission-related tasks.

Required Skills / Abilities

- Highly organized and attentive to details; excellent communication and interpersonal skills.
- Strong organizational skills, including the ability to manage multiple projects with competing priorities and deadlines in a fast-paced environment; discerning problem-solving ability.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office (especially Excel) and Adobe Acrobat programs, as well as an understanding of relational database programs.
- Experience and comfort in use of technology and database systems with the ability to learn recent technologies quickly; curiosity for how technology can increase efficiency.
- High level of personal and professional integrity and ethics, with the ability to work with discretion and foremost confidentiality.
- Perseverance, resiliency, creativity, and solid sense of humor.
- Interest in philanthropy and the nonprofit community.
- Exercise sound, thoughtful and mature judgment in dynamic environment.
- Encourage others; support teammates; provide sense of hospitality to guests; be both effective and pleasant in communications.
- Take thoughtful approach to work; exercise initiative and be proactive in providing ideas for how FAO can best serve the region.
- Juggle multiple tasks—flexibility is particularly important; prioritize and stick to priorities.
- Adhere to FAO's policies.

Minimum Qualifications

- Bachelor's degree preferred.
- At least 1-2 years of related experience required.

Other Details

- Work hours: 40 hours per work week at the Foundation's office in Nelsonville, Ohio
- Salaried position
- Benefits include health, disability and life insurance; IRA retirement plan

To Apply

If you are interested in applying for this position, please send a cover letter and resume to msharkey@ffao.org. We regret we are not able to personally respond to each individual candidate and will contact you if we would like to set up an interview.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

FAO embraces diversity and is committed to creating an inclusive environment for all employees.

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