

FOUNDATION FOR THE CAROLINAS

JOB DESCRIPTION

Title: Assistant Vice President, Scholarships Division/Department: Community Programs

Reporting To: Vice President, Scholarships Program Officer

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY

The AVP, Scholarships provides programmatic and administrative support for multiple Foundation scholarship programs, which include facilitating programmatic strategy, managing applications, relationship management and payment processing. The AVP will meet departmental deadlines and work to exceed client and partner expectations.

This position needs a strong service orientation coupled with knowledge of scholarship and financial aid processes and regulations. This position builds and maintains relationships with school officials, community members, parents, and students.

The role also works to provide dedicated relationship management, grantmaking expertise, day to day oversight, and strategic support for the clients within Foundation For Black Philanthropy (FFBP), a division at Foundation For The Carolinas created to promote economic self-reliance, equal opportunity, leadership skills and cultural awareness in the Black community. The AVP will work with the Vice President of Scholarships to expand FFBP as an affiliate of The Foundation. This position has a particular emphasis on managing service delivery for a portfolio of diverse relationships to meet sophisticated needs in philanthropy and subject matter grantmaking.

In addition to direct client responsibilities, the AVP may be responsible for project management activities related to sales, stewardship, product development and marketing & communications related initiatives as identified by the Vice President of Scholarships and the Senior Vice President, Community Programs.

The functions of this position are primarily self-directed, requiring motivation, attention to detail, client service and independence.

DUTIES & RESPONSIBILITIES

General:

- Work with Vice President of Scholarships and Philanthropic Advancement on development of new scholarship fund agreements.
- Establish a strong relationship with schools and college access networks.
- Ensure scholarship disbursements comply with FFTC policies, procedures, and respective fund agreements.
- Stay abreast of legislation and trends regarding community foundation scholarship programs.

Grants and Program Management:

- In conjunction with the Vice President and Scholarships Program Officer, implements, coordinates, directs, and maintains Foundation scholarship programs, including preparation of new scholarship

agreements, maintenance and monitoring of existing scholarship agreements and maintaining regular contact with donors and students.

- Coordinate and support at least one annual grantmaking cycle for each client to include grant applicant consultation; proactive knowledge and relationship building with key community groups in the areas of interest for the client; preparing, distributing, processing, and reviewing grant applications for board or committee's decision-making process; executing against grants awarded through payment and evaluation tracking
- Acts as a liaison between applicants, scholarship and grant recipients and other stakeholders to provide information and resources regarding scholarship activities and programs.
- Maintains complex individual and organizational database records and produces queries, reports and mailing lists.
- Solid understanding of reading and communicating financial reports.
- Assists in the coordination of other Scholarship and FFBP special events including workshops and luncheons.
- Adheres to IRS regulations regarding scholarship funds.

Board Support:

- Provides guidance and support to volunteer scholarship and grants committees. Works closely with committee chair to recruit committee members, coordinate their efforts and plan committee meetings to advance the committee functions.
- Provides comprehensive administrative support including:
 - Scheduling, organizing and facilitating respective board and committee meetings, including preparation and presentation of application materials, agendas, minutes, fund reports and other essential information.
 - Providing staff support and making recommendations to boards and committees regarding the operation of scholarship programs (general policies, selection processes, award amounts etc.).
 - Reviewing and screening applications, recommending finalists and semifinalists to scholarship Committees if appropriate.
- Assists in the development activities related to creation/design of new scholarship funds. Including:
 - Facilitating conversations and supporting donors in clarifying and achieving charitable objectives.
 - Drafting initial guidelines, policies, and procedures for scholarship funds.

Additional Responsibilities:

- Proactively engages with key stakeholders while building relationships to heighten awareness and promote FFTC scholarships and services.
- Recommends updates to the Scholarships pages on the Foundation's website.
- Participates in Foundation-wide activities and assist as needed with activities led by other areas of the Foundation.
- Responsible for ongoing management, maintenance, and review of business processes and business process documentation captured within business process management (BPM) software. This includes a review, at least annually, of specified processes to ensure accuracy of documentation and identification of areas for process improvement.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

JOB QUALIFICATIONS

- Bachelor’s degree and the equivalent of at least three years of office/foundation, public sector, or service industry experience.
- Familiarity with scholarship, college access and retention programs or higher education (e.g., admissions, financial aid, and student life) highly preferred.
- Excellent interpersonal skills with proven sensitivity and competency in working with individuals and groups from diverse cultural, socioeconomic and lifestyle backgrounds.
- Confidence and poise when speaking to individuals or groups.
- Excellent communication skills, both oral and written.
- Strong ability to learn new computer applications and assists others with troubleshooting.
- Proficient in computer applications, software, and database programs (such as Microsoft Office Suite, Outlook, Adobe).
- CRM Database management experience (CommunityForce, Granted GE and Raisers Edge experience preferred or would consider other comparable system experience)
- Demonstrated commitment to service, excellence, and discretion.
- Demonstrated ability to be a well-organized self-starter and work effectively within a team, with a proven ability to multi-task, set work priorities, track projects with meticulous detail and meet deadlines.
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another

Note: Proof of fully authorized vaccinated COVID-19 status and booster are required (or FFTC authorized religious or disability accommodation).

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 7 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

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| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input type="checkbox"/> Customer Skills | <input type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input checked="" type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input checked="" type="checkbox"/> Managing Meetings | <input type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input checked="" type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |

Productivity

Project Management

Quality of Work

Relationship Building/Networking

Results Oriented

Technical Skills

Time Management

Training & Development

Writing Skills