
Community Foundation

of St. Clair County

Scholarship Program Officer

The Community Foundation of St. Clair County has a goal of degree attainment for its scholarship recipients. Focus has shifted away from merely college access and one-time scholarship awards to the success of students receiving our scholarships.

The Scholarship Program Officer will lead the Foundation's scholarship work. While managing a typical caseload of more than 170 students, this person will focus on providing targeted support and success coaching for our high priority students (40 – 50 annually) who are either economically disadvantaged, single parents, students of color and/or first-generation college students.

This position is also responsible for monitoring, tracking and maintaining the records for all students in the Foundation's scholarship programs. As well as building program awareness and outreach.

We will expect qualified candidates to have a firm grasp of the Foundation's theories around college success, life needs, multi-year support and the shortcomings of traditional front-end scholarships.

Primary responsibilities are outlined below.

Program Management and Tracking

1. Maintains records, reports and lists on all students in our programs.
2. Runs the overall application & renewal process for all scholarships.
3. Responsible for all aspects of managing the Scholarship Application Portal.
4. Responsible for keeping financial system and the website updated with all accurate and current terms, conditions and criteria for all scholarship funds.
5. Is point person to process tuition payments to colleges and universities.
6. Monitors and tracks annual scholarship budget spending.
7. Responsible for outreach and oversight of external scholarship committees.

8. Provides support to the CEO for all meetings of the Main Scholarship Committee.
9. Ensures all scholarship descriptions and related information are correct online.
10. Serves as point person for Life Needs requests from traditional and high-priority students. Has authority to disperse funds to meet life needs requests.

Building Program Awareness and Support

1. Leads outreach to outside partner organizations and individuals to help increase the awareness of our scholarship programs and to increase applications from targeted populations such as non-traditional students, first gen, single parent households, people of color, foster care youth, etc.
2. Regularly interacts with and engages with local stakeholders supporting student success, including:
 - a. Counselors & high school staff
 - b. College Advisors
 - c. MCAN partners
 - d. Local youth-serving organizations

High Priority (HP) Student Support

1. Responsible for building relationships with all HP students.
2. First point of contact for the needs of HP students.
3. Maintains regular communication with all HP students.
4. Responsible for coordinating/delivering special gifts during exams, holidays, birthdays, etc.
5. Works with each HP student to help them renew their scholarship support from our foundation.

Plugged in to Local and National Conversations

1. Regularly engages with other Community Foundation peers who share our philosophy and approach.
2. Is well-versed in national trends and specific data around college graduation rates by demographics and/or risk factors.
3. Proactively tracks and maintains data on graduation (success) rates of our students and compares reports showing our success rate versus national rates.

The ideal candidate is plugged in to local and national conversations around scholarships, student support and degree attainment. You need to be able to handle a sometimes frantic pace and unconventional hours of support for scholarship recipients.

Qualifications

Our Scholarship Program Officer needs to be experienced in working with students who are underrepresented in higher education, have knowledge of campus/university systems, culture and resources for students, with the ability to build rapport, assess student needs, and make appropriate referrals for on and off-campus supports.

- Minimum of an associate degree
- Minimum two years experience working with high school or college age students in any professional role.
- Can demonstrate knowledge of financial aid systems and FAFSA.
- Must have the ability, judgement, poise, and personal capabilities to build and maintain trust.
- Ability to work & navigate emotionally taxing conversations/contexts.
- Able to work well under pressure and meet deadlines.
- Flexibility in meeting changing demands.
- Ability to manage several projects simultaneously.
- Sensitivity to confidential matters is required.
- Ability to succeed in a team environment and work with people and organizations of diverse backgrounds, experiences, and cultures.

Salary and Job Type

- Full time, salary
- Health benefits, Paid Time Off, 403b
- Immediate Opening
- In-person position based in Port Huron, MI. Some flexibility for remote work.

Please email your resume and cover letter to info@stclairfoundation.org