



**COMMUNITY
FOUNDATION**
of Northern Nevada

COMMUNITY FOUNDATION OF NORTHERN NEVADA

POSITION DESCRIPTION

POSITION TITLE: Scholarship Coordinator – Part Time

REPORTS TO: Philanthropic Advisor

DESCRIPTION: Performs administrative functions in support of the Scholarship program, maintains records and applications, schedules meetings, thrives by working with people in a busy, nonprofit office environment, applies computer skills, and demonstrates professionalism.

REQUIREMENTS:

- Passion for supporting students and families by coordinating scholarships in a nonprofit environment.
- Computer skills to utilize word processing, spread sheets and databases for communications and record keeping.
- Ability to efficiently manage and prioritize multiple projects and daily tasks.
- Relevant work experience.
- Associates or Bachelors' Degree is a plus
- Organized, team-oriented, enthusiastic, professional, and courteous
- Reliable and punctual in workplace attendance

PRIMARY RESPONSIBILITIES:

- Maintains the highest standards of professional courtesy in interacting with people.
- Schedules and coordinates Scholarship Committee meetings, including setting agendas as directed, corresponding with members, as well as preparing and distributing meeting materials.
- Follows steps to complete various Scholarship processes, including those that have special considerations, as outlined in the Program Procedures Manual.
- Collaborates with the Philanthropic Advisor (supervisor) on preparing materials, and communicating with the Scholarship Committee, Scholarship fundholders, students, educational institution representatives, and others.
- Requests website updates from Marketing as needed or directed.

- Suggests ideas and perspectives that could improve and/or streamline processes and outcomes.
- Tracks data and produces reports about the geographical distribution and demographics of scholarship recipients.
- Adds student profiles into the database (Customer Relationship Management) system.
- Works with accounting staff to maintain appropriate and accurate computer records, correspondence and check disbursements pertaining to the scholarship program.
- Uses templates to create recipient letters, prepares mailings and encloses checks.
- Reviews and maintains applications, follow-ups, and other documents on the scholarship platform.
- Ensures that all filing is completed in a timely manner and is properly labeled, including electronic files.
- Other duties as assigned.

ABOUT THE COMMUNITY FOUNDATION OF NORTHERN NEVADA

The Community Foundation serves as a community leader, permanent charitable resource, and a philanthropic advisor in charitable giving. Our core work on behalf of our donors and the communities of Northern Nevada is philanthropic advising, grantmaking, charitable asset investment management, leadership, and community engagement.

The Community Foundation assets consist of invested donor advised funds, scholarships, designated and legacy funds, and the Community Endowment.

Mission: To strengthen our community through philanthropy and leadership by connecting people who care with causes that matter.