

## Scholarship & Grant Officer

### Job Description

Exempt, full-time employee. Starting salary range \$65,000 – \$80,000.



### Position Summary

Serves as primary staff for administering scholarships and grants, reporting directly to the Director of Community Impact. This position is responsible for management and administration that includes maintaining the department's annual calendar, significant data entry, processing online scholarships and grants, and volunteer management. Additional responsibilities include meetings with school guidance offices, teachers, and students; partners; nonprofit organizations; and donors. This role requires the ability and willingness to be flexible and adaptive, a strong listener, acute attention to detail, a desire for continuous improvement and impact.

### Essential Functions

- Department Responsibilities
  - Support the Director of Community Impact to ensure efficient departmental operations.
  - Serve as primary contact for grants/scholarship management software. Learn and maintain fluency to utilize its capabilities, as well as cross-train others.
  - Communicate and work with the finance department for the timely generation of grant and scholarship checks.
  - Update calendar of activities, deadlines, timelines, FAQs and related resources.
  - Maintain up-to-date nonprofit and student records, as well as electronic files of funded and non-funded grants and scholarships.
  - Periodically review and suggest improvements to processes and procedures.
  - Coordinate and deploy surveys to gather feedback and data.
  - Take on special projects, as assigned.
- Scholarship Responsibilities
  - Response to student, parent and school personnel inquiries, including questions related to scholarship opportunities, processes, and general HFBC information.
  - Learn and manage all online application processes for scholarship programs.
  - Support students and relevant parties through the application and online platform from pre-application to post-decision making, including phone and email inquiries, troubleshooting platform access, all phased communications, and scholarship/award ceremonies.
  - Plan and execute all scholarship committee meetings and activities, including review and scoring processes, troubleshooting platform, resource needs, drafting meeting notes, and selection meetings.

- Serve as point-of-contact to partners, school personnel, judges and instructors to disseminate materials, develop relationships, manage processes and share information.
- Notify relevant parties of award and scholarship recipients in coordination with development and communications staff.
- Manage the scholarship management software for each scholarship and award and close each cycle at completion, to ensure data and process integrity. Produce canned and custom scholarship program reports.
- Plan and execute scholarship workshops, school engagement meetings, award competitions, and other informational sessions.
- Represent HFBC at college fairs and relevant events, as well as speaking engagements and making presentations.
- Grants Responsibilities
  - Response to nonprofit inquiries, including questions related to grant opportunities, processes, and general HFBC information.
  - Learn and manage all online application processes for grant programs.
  - Support nonprofits through grant applications and online platform from pre-application to post-decision making, including phone and email inquiries, troubleshooting platform access, and all phased communications.
  - Provide administrative support for assigned grants committee meetings and activities, including review and scoring processes, troubleshooting platform, resource needs, drafting meeting notes, and allocation meetings.
  - Notify relevant parties of grant awards in coordination with development and communications staff.
  - Manage the grants management software for assigned grant program and close each cycle at completion, to ensure data and process integrity. Produce canned and custom grant program reports.
  - Plan and support grant workshops, informational sessions for nonprofits.

### **Education, Skills, and Experience**

- Bachelor's degree and several years of professional experience in grants or scholarship administration, philanthropy, or project management
- Proficiency in Microsoft Office Suite, with Excel mastery level capability preferred
- Ability to travel within Bartholomew County
- Highly organized, attentive to detail and accurate
- Successful in managing multiple tasks and meeting deadlines
- Strong verbal and written communication
- Complete comfort and interest in learning new software