

Be The One



COMMUNITY FOUNDATION OF SARASOTA COUNTY

Coordinator, Scholarships/Programs

Date: 01/31/2023
Reports to: Manager, Scholarships/Programs
FLSA Status: Exempt ☒ Non-Exempt

Purpose:

The Coordinator, Scholarships/Programs is primarily responsible for implementing scholarship processes that support the Foundation's Scholarship Program. Primary job functions include program implementation, check issuance, record keeping, compliance, as well as written and verbal communication. Position provides support to the Manager, Scholarship/Programs, and the Community Impact team.

The successful candidate will be someone who enjoys working in a professional, fast paced office environment where the abilities to pay close attention to details and build long-lasting relationships are important. The successful candidate should have well developed customer relations and organizational skills. Strong teamwork and written/oral communication skills are also required for the position.

Responsibilities:

1. Handles communications with all scholarship applicants and awardees, including monitoring and replying to the Scholarship email inbox and phone line.
2. Administers scholarship processes requiring extensive use of Excel.
 1. Builds scholarship applications.
 2. Checks in scholarship applications and communicates any needed information with applicants.
 3. Assigns scholarship applications to committees.
 4. Sends scholarship determination notifications.
 5. Enters and tracks scholarship information in CFSC's database (CommunityForce)
 6. Processes and mails scholarship checks
 7. Reconciles any outstanding or returned check issues.
3. Presents during outreach events to high schools, including College Fairs, Financial Aid events, Info Sessions, Award ceremonies, etc.
4. Schedules scholarship interviews including prepping and welcoming students.
5. Creates and maintains current and archived files for scholarships.
6. Resolves any unclaimed scholarship issues.
7. Creates donor and committee appreciation materials.
8. Provides administrative support to the Community Impact team as needed.
9. Works as part of a team that provides backup receptionist coverage as needed.

Position Qualifications:

1. Minimum of 1-3 years' experience in project management and customer service roles; Bachelor's degree preferred.
2. Ability to work well with all levels of management, staff, and members of the public
3. Excellent written and verbal communication skills.
4. Excellent interpersonal skills
5. Strong financial, analytical, problem solving and decision-making skills.
6. Effective organization and time management skills
7. Ability to prioritize and manage various projects and competing deadlines.
8. Demonstration of the highest level of professionalism and confidentiality
9. Experience in non-profit environment and/or scholarship field helpful, but not required.

Technology Qualifications:

1. Advanced proficiency in the use of Microsoft Word, Outlook, PowerPoint, and Excel required.
2. Proficient with database tools.
3. Comfortable with technology and able to self-support for basic computer and network problems; uses appropriate judgment when escalating for additional assistance.

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

Purposeful Worker

Goal Oriented
Gets job done within deadlines
Self-Motivated
Takes Ownership
Accountable
Maintains required technical skills
Calm under stress

Respect

Respect for importance of everyone
Empathetic Listener
Ask and listen
Provides excellent customer service, both internal & external
Demonstrates qualities of a Servant Leader
Under promises and over delivers
Authentic, honest, genuine

Inspirational

Curious about new information
Creative, independent thinker
Problem solver – thinks outside the box
Continuous learner

Dedicated Team Player

Works well across disciplines
Adaptable to change
Listens to others ideas
Accepts different assignments

Enthusiastic

Excited about the CFSC mission
Optimistic, positive attitude

Approved:

Supervisor

Date

President

Date

Director, Human Resources

Date