The Community Foundation of Sarasota County seeks a dynamic:

**Scholarship Specialist**

The Scholarship Specialist position is responsible for the day-to-day operations and delivery of the scholarship program. This includes reviewing applications to ensure applications are complete, working with committees and utilizing software to review and rank applications, coordinating student interviews and awards, providing general support to students, and other related responsibilities. The Scholarship Specialist position also provides support and works closely with the Manager, Scholarships.

The successful candidate will be someone who enjoys working with high school and college age students, with the ability to electronically process large numbers of applications, while paying close attention to the details. Additional qualifications include well developed customer relations, organization, teamwork, and written/oral communication skills.

The Scholarship Specialist is a full-time position offering excellent benefits including employer paid health, dental, vision, short/long term disability and life insurance for employees. In addition to a generous Paid Time Off policy and paid holidays, the Community Foundation of Sarasota County also offers a 401K with a generous matching opportunity, bonus opportunities and more!

**Responsibilities:**

1. Handles communications with all scholarship applicants and awardees, including monitoring and replying to the Scholarship email inbox and phone line.
2. Presents during outreach events to high schools, including College Fairs, Financial Aid events, Info Sessions, Award Ceremonies, etc.
3. Recruits and trains volunteer scholarship committee members and facilitates scholarship committee review processes/meetings for all Scholarship Program applications.
4. Works directly with students for scholarship interviews, donor meetings and receptions, including scheduling, prepping and welcoming students.
5. Collaborates with Manager, Scholarships to execute complex award determination process based on committee scores and specific fund eligibility for 80+ scholarship funds.
6. Maintains relationship with partner organization to administer Scholarship Program.
7. Administers four scholarship applications, adding new questions as needed to build in efficiencies.
   a. Checks in scholarship applications and communicates any needed information with applicants.
   b. Sends award notifications.
   c. Enters and tracks scholarship information in CFSC’s database (CommunityForce).
   d. Processes and mails scholarship checks.
   e. Resolves any outstanding or returned check issues.
8. Creates and maintains current and archived files for scholarships.
10. Creates donor and committee appreciation materials.
11. Provides administrative support to the Community Impact team as needed.
12. 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 technical aptitude with the ability to quickly learn and adjust to new systems.
6. Strong financial, analytical, problem solving and decision-making skills.
7. Effective organization and time management skills.
8. Ability to prioritize and manage various projects and competing deadlines.
9. Demonstration of the highest level of professionalism and confidentiality.
10. 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 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 other’s ideas
- Accepts different assignments

Enthusiastic:
- Excited about the CFSC mission
- Optimistic, positive attitude

About This Opportunity:
The Community Foundation of Sarasota County (CFSC) has been a respected philanthropic force since its founding in 1979. By providing a highly personalized link between donor’s dreams and the community’s needs, CFSC has helped ensure that people of vision and means have a trusted partner in their commitment to having an enduring impact on the community and causes they treasure. Accordingly, CFSC purposefully champions the community goals of its donors, committed at every turn to helping individual community investors achieve the maximum impact for the philanthropic dollars they entrust to the Foundation.

Recently, in just one 24-hour period, 58,974 donors to CFSC’s 2020 Giving Challenge raised over $18.4 million for 687 local nonprofit organizations. Since 2012, the Giving Challenge has raised over $58 million for local nonprofits. The Giving Challenge is but one example of how CFSC welcomes all community philanthropists and believes that everyone can be a philanthropist, not just those with means.

A dedicated advocate of excellence in philanthropy, CFSC is accredited by the Community Foundations National Standards Board, a supporting organization of the Council on Foundations. Perhaps more important locally, the Foundation is widely regarded as a collaborative partner by hundreds of nonprofits serving the people of Sarasota and surrounding counties.

CFSC expects its team to embody a set of seven core values:

- Compassion
- Empowerment
- Innovation
- Integrity
- Quality
• Stewardship
• Inclusiveness

Complete information on the Community Foundation of Sarasota County can be found online at www.cfsarasota.org

All interested candidates should complete an application through the Community Foundation’s recruitment website, including a current resume and cover letter.

Please apply online at www.CFSarasota.org.

For additional information or questions, please contact:

Lisa Carter
Director, Organizational Capacity
Community Foundation of Sarasota County