



## **SCHOLARSHIPS COORDINATOR (Part-Time)**

### **POSITION DESCRIPTION**

The Scholarships Coordinator oversees an important aspect of the Charlotte Community Foundation (CCF): its scholarship administration. A professional with experience in secondary or post-secondary education who fills this position during a time of transition and change for the foundation has a unique opportunity to enhance every aspect of the scholarship program. This position reports to the CEO.

### **DUTIES & RESPONSIBILITIES**

**Scholarship Administration—Oversee all aspects of CCF’s scholarship program from scholarship application and promotion through the award and reporting process:**

- Assess the scholarship application, process and timelines in terms of scholarships administration best practices
- Develop an online application through CCF’s database software
- Prepare communications and outreach about the scholarships program
- Build relationships through in-person visits with area secondary schools, post-secondary institutions, and targeted areas of scholarship support, such as health care organizations for many health-related scholarships
- Respond to scholarship inquiries in a timely and professional manner
- Maintain accurate records in the scholarship database as well as digital and hard-copy files
- Oversee due diligence, reporting, budgeting, and payment processing
- Manage other administrative and processing tasks related to the application and review process, including scholarship notifications and awards
- Coordinate with the Finance team for timely distribution of scholarships
- Assist with promoting scholarship recipients across various communication channels
- Monitor progress of awarded recipients and matriculation through their educational journeys, including securing progress reports
- Steward scholarship donors on the impact of their scholarships

**Volunteer Management—Form a Scholarships Committee comprising reviewers with backgrounds including experience in education for a transparent process that builds trust with all constituents:**

- Recruit reviewers who have experience in education at some level and who bring a range of backgrounds, experiences, perspectives and County-wide representation to serve on the CCF Scholarships Committee
- Provide in-person training to volunteers and assist them in accessing and utilizing the electronic review system
- Facilitate all aspects of in-person discussion and decision-making committee meetings, including preparing and distributing materials

## QUALIFICATIONS

### Education

- Bachelor's degree or equivalent experience

### Experience

- Professional position(s) in a secondary or post-secondary institution
- Preference for experience in counseling, financial aid, student services, or teaching
- Work, paid or volunteer, in an educational nonprofit a bonus
- Knowledge of philanthropic/nonprofit sector desired
- Demonstrated experience coordinating both systems and people (program & volunteer management)

### Knowledge, Skills, and Abilities

- Mission-driven, with a commitment to CCF's new vision, mission, and values
- Knowledge of current higher education funding, including the FAFSA process
- Understanding of merit and need-based awards and approaches
- Strong aptitude for administrative, operational and financial processes
- Ability to work with a variety of internal and external constituents
- Self-started adept at handling multiple priorities and meeting deadlines who anticipates and proactively addresses work processes
- Excellent verbal and written communication skills and professional poise and demeanor
- Comfort facilitating meetings and gatherings
- Highest degree of attention to detail and the ability to work well under pressure
- Desire to work in a team-based and collegial environment while also taking ownership for a program area
- Experience with MS Outlook, Word, Excel, PowerPoint, and ability to learn CRM software
- Open to periodic travel across Charlotte County to meet with constituents and represent CCF in County-wide gatherings and events
- A positive outlook, with a sense of humor a bonus

### Compensation and Benefits

The position is part-time (up to 32 hours), with the ability to craft a schedule within CCF office\* hours of Monday through Friday from 9:00 am to 5:00 pm. The salary range for this position is \$40,000 to \$45,000 USD annually, with an attractive benefits package. The prime candidate for this position will be attracted to the personal and professional fulfillment of rebuilding a program and making an impact at the community level.

*\*CCF's offices at 227 Sullivan St. (corner of US41S & Olympia) in downtown Punta Gorda are presently closed for repairs from recent hurricanes. Staff members are working remotely and will continue to move forward for our community—including hiring for this position.*

### ABOUT CCF

The Charlotte Community Foundation (CCF) is a philanthropic organization dedicated to enriching the quality of life in Charlotte County, FL. Think of CCF as a savings account for Charlotte Co., with proceeds from our endowed funds distributed as grants for local nonprofits and scholarships. In more technical terms, CCF is a tax-exempt public charity that works with individuals, companies, organizations and advisors to help enrich the quality of life for everyone in our community. Through committed volunteers and a small professional staff, CCF connects people, charitable causes, and permanent capital for community impact.

As it celebrates 20 years of operating as a community foundation in 2024, CCF is under new leadership with Dr. Shelley Strickland as CEO. The Board of Directors and staff incorporated community input to recently develop and approve a new Mission and Vision and define Core Values to guide our work in serving our community going forward.

**MISSION:** Foster philanthropy across Charlotte County to enhance our community for generations.

**VISION:** Charlotte County looks to CCF for philanthropic education, impactful grants, nonprofit training, and community leadership.

**CORE VALUES (LIVE):**

**Listen:** CCF will listen to the whole county. We will seek first to understand, then be respectful and clear in our responses. We will seek input and foster dialogue as our community's philanthropic resource.

**Intend:** CCF will move strategically. We will focus on our purpose as Charlotte County's permanent source of philanthropic capital and seek to build lasting impact for the long-term.

**Value Expertise:** CCF will build confidence in its leadership through professional acumen and integrity amongst its board and staff. We will champion excellence in nonprofit practice.

**Earn Trust:** CCF will strive to be transparent and accountable, seeking to instill credibility and reliability as thoughtful stewards of our community's philanthropic capital.

**TO APPLY**

Please submit your tailored resume and cover letter to [ccf@charlottecf.org](mailto:ccf@charlottecf.org)

No phone calls please.