



Job title Scholarship Program Manager	Department Donor Relations
Reports to Director, Fund Services	Supervises N/A
FLSA status Exempt	Hours Full time

Date
June 2024

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity. ACF is committed to closing the opportunity gap in Central Texas through targeted investments in housing affordability and economic mobility.

As a trusted local partner, ACF stewards approximately \$540 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$570 million to nonprofits across Central Texas and beyond.

Job Summary

The Scholarship Program Manager will oversee the Foundation's scholarship program, made up of the Austin Futures Fund and a number of individual donor-advised scholarships. In collaboration with other staff and consultants, this role will guide the scholarship program through ongoing changes and updates focused on maximizing its impact, ensuring alignment with the Foundation's current strategic goals and overall strategy. The Scholarship Program Manager will also ensure all funds are administered using industry best practices, students are awarded annually in alignment with fund criteria, and the program maintains a connection to local youth-focused and educational organizations.

The primary roles of this position are to:

- Manage a diverse portfolio of postsecondary scholarships, including donor-advised funds and the Austin Futures Fund.
- Provide best-in-class, proactive relationship management and service to scholarship applicants and recipients as well as scholarship donors and supporters.
- Navigate the transition and growth of Austin Community Foundation's scholarships program and the Austin Futures Fund.

Essential duties and responsibilities include the following. Other duties may be assigned.

Scholarship Portfolio Management (65%)

- Successfully navigate all annual components of scholarship administration in the Foundation's scholarship management software, Foundant's Scholarship Lifecycle Management (SLM), including application building and maintenance, donor communications, student outreach,

committee management, awarding, and record keeping in the Foundation's primary software, Community Suite (CSuite).

- Manage relationships with scholarship fundholders and deliver donor services that are consistent with the Council on Foundation's National Standards and align with the Foundation's best-in-class service model.
- Provide clear communications to students and families, including current and prospective scholarship applicants.
- Participate in ongoing scholarship program restructuring alongside ACF staff and engaged consultants.
- Provide primary support and guidance for prospective or current ACF donors interested in making an impact through scholarships.

Community Outreach, Volunteer Management, and Impact-Focused Communications (20%)

- Build strong relationships with local youth-serving and education-focused organizations in Central Texas.
- Guide annual outreach strategy around open scholarship applications.
- Recruit and manage 70-100 Austin Scholarship Committee volunteers.
- Create and advise on impact-focused evaluation tools and communications for the scholarship program.

Special Projects (15%)

- Work with the Donor Relations team and others at the Foundation to plan and execute fundholder events that elevate the work and relationships with fundholders.
- Promote ACF's visibility within the community by attending events, leveraging member networks, and representing the Foundation at various community engagements.
- Stay up-to-date on local, state, and national policies that may impact the postsecondary landscape and its students.

Other duties as assigned.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

Job Requirements and Qualifications

Experience

- Three to five years' professional work experience required.
- Experience working with students, scholarships, or non-profit sector preferred.
- Knowledge of higher education system in Central Texas.
- Experience in providing quality client-facing service at any level.
- Interest in and passion for working with those wanting to make their philanthropic impact through supporting education and scholarships.
- Comfort with and interest in working with high-net-worth individuals.
- Experience working with high school and college students preferred.
- Knowledge of the college admissions and financial aid processes preferred.
- Preference for those with lived experience, or experience and interest applying an equity lens to processes and procedures.

Training requirements (licenses, programs or certificates)

None required

Other knowledge, skills and abilities

- Exceptional organizational and project management skills
- Excellent verbal, written, and interpersonal communication skills
- Computer proficiency in Microsoft 365, Asana, and Foundant Scholarship Lifecycle Manager (SLM), or a strong willingness to learn
- Ability to work both independently without close oversight, but is also a team player who will productively engage with others at varying levels of seniority within and outside the organization
- Willing to seek out answers and form supportive networks in the scholarships administration community to ensure work continues to incorporate best practices in the field
- Opportunistic; natural ability to offer solutions and think creatively, even when immersed in a new conversation or situation
- Independent in seeking information, while also remaining comfortable asking for help
- Authentic participation in diversity, equity, and inclusion education and training; commitment to diversity, equity, and inclusion and to the organization's ongoing work to eliminate the opportunity gap in Central Texas.

Work environment and other information

Austin Community Foundation offers a hybrid work environment. As a place-based organization, we expect our employees to reside locally and be available for in-office meetings and tasks. Employees work with their supervisors to draft their hybrid work plan.

- Work in a clean, pleasant, comfortable office setting.
- Minimal travel required.
- Attendance is required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Salary: \$65,000 per year

Workplace benefits:

Collaborative team environment

Opportunity to make Central Texas a better place for everyone

Paid time off

ACF covers 100% of employee health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance

401(K) with employer match

Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to Kim McCrary at apply@austincf.org. No phone calls, please. Position will remain open until filled.

Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.