

The Cape Cod Foundation
POSITION DESCRIPTION

JOB TITLE: Scholarship Coordinator

INTRODUCTION:

The mission of The Cape Cod Foundation is to build permanent charitable resources for community betterment through informed grantmaking and civic leadership. The Cape Cod Foundation makes a measurable difference in the community by being a source of solutions for donors, providing leadership, and leveraging resources. The Foundation is known as a proactive, high-quality grantmaker that uses its knowledge of the community to support strategic investments that result in meaningful impact and meet the unmet needs of the community.

The Foundation Board of Directors recently adopted a strategic framework for 2023-2025. Essential to the success of plan implementation and the overall goal of advancing our role as a transformational community leader and grantmaker is continuing to build and promote a high-performance culture among staff, Board, and volunteers. To this end, while we effectively utilize the individual contributions and skills of each team member, we stress a collaborative, multi-departmental approach to achieving our goals and expanding collective impact.

PURPOSE:

This position provides administrative support for The Cape Cod Foundation and Cape Cod Association scholarships. Last year, \$1.4 million in scholarships was awarded to more than 400 local students through these two programs. The Scholarship Coordinator is responsible for administering scholarship awards, supporting scholarship committee processes, and providing staffing for project work as assigned. This position ensures the smooth operation of the scholarship programs while coordinating the technical aspects of scholarship applications, selection, acceptance, funds disbursement, renewal and refund processing. The ideal candidate is highly organized, detail-oriented, and able to manage multiple tasks and deadlines simultaneously.

POSITION TYPE: Full-time* (37.5 hours/week), non-exempt

REPORTS TO: Education Program Officer

Please Note: The Cape Cod Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remotely per week if in good standing. As a community-based position, candidates need to be able to work on-site with occasional special projects requiring additional flexibility for evening activity.

DUTIES AND RESPONSIBILITIES:

- Works in conjunction with Education Program Officer to develop, disseminate, and troubleshoot applications
- Processes student applications through the Foundation's online software, which includes reviewing and qualifying the applications as requested
- Manage and maintain scholarship database information such as committee lists, applicant data and records, and mailing lists as needed
- Prepares materials for committee meetings during recipient selection process
- Supports Education Program Officer in preparation for scholarship-related presentations, materials and reports needed for Cape Cod Foundation Board and Cape Cod Association Board

- Prepares electronic notifications, such as award and declination letters, scholarship agreements, and other correspondence
- Monitors enrollment/performance status of scholarship recipients
- Works in coordination with Education Program Officer and Finance Officer to produce award payments and resolve related payment issues
- Monitors and maintains scheduling and award distribution for multi-year scholarships and conditional scholarships
- Supports the Cape Cod Association Scholarship Program
- Assists Education Program Officer with student, parent, school, and committee correspondence
- Works in conjunction with Education Program Officer to prepare reports, data analysis, and assessments of the scholarship program
- Works in conjunction with Marketing & Communications Officer and Education Program Officer on scholarship press releases, newsletter articles, and other public relations
- Supports Education Program Officer in staying current on legislative changes related to scholarship administration and works to adapt policies and procedures as necessary
- Identifies improvements to streamline the application and other scholarship processes
- Staying up to date with new releases from tech platforms

QUALIFICATIONS

- Detail-oriented, responsible, energetic, personable, self-directed
- Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, manage details, problem solve, and meet deadlines
- Strong computer skills with specific software (MS Word, Excel, and Windows), database management systems and use of the Internet, and willingness to learn foundation software
- Strong oral, written and interpersonal skills
- Ability to work collaboratively as part of a team
- High degree of personal and professional integrity
- Experience in an administrative capacity with general duties as described above preferred
- Nonprofit work experience and knowledge of the Cape Cod community are a plus

*Will consider part-time for the right candidate, with ability to increase hours during peak scholarship season, which runs March-June.

The Cape Cod Foundation follows an equal opportunity employment policy and employs personnel without regard to race, color, sex, national origin, citizenship, age, religion, creed, disability, familial status, military status, sexual orientation, gender identity, gender expression or any other consideration made unlawful by federal, state, or local law.

To apply: Please send a cover letter expressing your interest and qualifications and a copy of your current resume by email to: info@capecodfoundation.org. Salary is \$26-\$28 per hour. Applications will be accepted until position is filled. No phone calls, please.