



Central Kansas COMMUNITY FOUNDATION

Building Stronger Communities Through Charitable Giving

POSITION DESCRIPTION

Position:	Program Officer ~ Scholarships
Reports To:	Program Director ~ Grants and Scholarships
About Us:	Click Here
Status:	Full-Time (32 – 40-hour, flexible schedule)
Salary Range:	\$32,000 to \$38,000
Benefits:	Vacation, Sick Leave, Holidays, Simple IRA. Newton office Location with some remote home office opportunities

POSITION DESCRIPTION: PROGRAM OFFICER ~ SCHOLARSHIPS

The Central Kansas Community Foundation is a 501(c)(3) charitable foundation created for the purpose of receiving, investing, and distributing funds for charitable purposes. The Foundation is governed by an independent board of volunteer directors representing the geographical region of central Kansas. CKCF serves as host foundation to seventeen (17) affiliate foundations across central Kansas.

Central Kansas Community Foundation is certified as having met National Standards through the National Council on Foundations.

The objectives of the foundation are:

- To obtain, invest and manage charitable gifts for the purposes established by the donor and as directed and instructed by the Board of Directors.
- To maintain identified funds to meet various charitable objectives.
- To serve as a resource for non-profit organizations.
- To advance philanthropic activities across central Kansas.

DUTIES AND RESPONSIBILITIES

The Program Officer ~ Scholarships is primarily responsible for the competitive scholarship applications managed by the Foundation in addition to designated educational awards. This includes coordinating and managing all grant applications in an industry specific software system. It involves coordination with CKCF and affiliate foundation board of directors, donors and charities. This is a full-time position (32-40 hours, negotiable at time of hire). The Program Officer ~ Scholarships shall work collaboratively with the entire foundation team, with supervision provided by the Program Director ~ Grants and Scholarships and shall be responsible for:

- Managing all aspects of scholarships for the Foundation as directed by fund agreements, review committees and Foundation policy and vision. This includes working with regional high school counselors and some university/college faculty and admissions staff; current and prospective recipients, preview of applicants' submissions for threshold review; technical compliance and assistance with applicants and reviewers on the online system; conducting due diligence, preparing committee and board materials, developing and launching announcements for scholarship applications, monitoring current scholarship awards and reports.
 - Coordinating the marketing and online application processes for all scholarships.
 - Working collaboratively with regional school district personnel as the scholarship coordinator and identifying new opportunities to serve school districts in the coordination of their new and existing scholarships.
 - Enters all scholarship check requests in fund management software.
 - Prepare notification letters and award contracts to recipients of grant and scholarship awards
 - Make database profile, contact information changes.
 - Oversee the distribution of designated educational awards.
 - Provide assistance to the annual available to spend (ATS) distribution process, plus provide specific oversight of the scholarships from the determination of available to spend to recipient award process including validation of enrollment; further including regular communications and problem solving with affiliate partners, recipients and consultants, report review, analysis and feedback.
 - Maintain an open, ongoing relationship with local and regional educational institutions (high school counselors, admission offices and financial aid offices).
 - Identifying new philanthropic initiatives and partnerships to strengthen the communities of central Kansas.
 - Public relations and marketing. Preparing and presenting public presentations about philanthropy and the Foundation.
 - Assist with policy and procedure processes to meet National Standards and current regulatory requirements of scholarship management.
 - Maintaining a solid understanding of Foundation principles and operations.
 - Develop and disseminate publications, plan special events, i.e. scholarship presentation ceremonies, issue press releases, web site and social media updates, make public presentations, and public announcements of scholarship funding.
 - Provide support to Program Director with any and all grant tasks as assigned for both competitive and designated award processes.

QUALIFICATIONS

Knowledge and Skills: Knowledge of and experience in philanthropy and the non-profit sector and the application of best practices in grant making; analytical capabilities; high ethical standards; exceptional written and verbal communication skills --- including compelling, energetic presentations; attention to detail and a high degree of personal organization; ability to manage a fast-paced workload; ability to problem solve and exercise good judgment; demonstrated skill as a quick and adaptive learner; the ability to work both independently and with others in a team approach to get things done; experience in using social media as a communication tool; willingness to learn current IRS regulations and National Standards related to scholarship management and familiarity with scholarship management a plus. Strong database management skills and proficiency with computer software system in the Microsoft Office Suites (i.e. Excel, Word, Outlook).

WORK HOURS

This position offers a full-time (32–40-hour, negotiable at time of hire) schedule. Weekend and evening hours are sometimes required. Ability to travel during work hours regionally throughout central Kansas is required.

COMPENSATION

Commensurate with experience and Foundation employee handbook. Central Kansas Community Foundation is a rapidly growing community foundation with a developing fringe benefit package that currently includes general vacation leave, holidays and mileage reimbursement for regional travel based on alignment to benefits with terms of hire.

EDUCATION AND EXPERIENCE

- College degree in education or social services preferred but not required.
- 1 - 3 years in a non-profit or educational setting preferred.
- Must be computer proficient, with significant skills in Office Suites products.
- Ability to work well independently as well as part of a team.

To Apply:

Interested applicants should submit a cover letter, resume, and 3 references via email to: angie@centralkansascf.org. Application being accepted and will keep open until position filled. A background check will be required before starting employment.