



## The Denver Foundation

**JOB TITLE:** Associate Scholarships Officer

**REPORTS TO:** Senior Director of Scholarships

**FLSA STATUS:** Exempt

### **POSITION SUMMARY:**

The Associate Scholarships Officer is responsible for managing a portfolio of current and prospective donors and scholarship applicants and recipients. By serving as a relationship manager for a combination of scholarship funds, the Associate Scholarships Officer will ensure compliance and adherence to scholarship and financial aid policies and practices. This role reports to the Senior Director of Scholarships and works closely with the other members of the Scholarships and Impact teams and a variety of internal and external stakeholders.

### **RESPONSIBILITIES & ESSENTIAL FUNCTIONS:**

#### **Scholarship Program Relationship Management (60%)**

- Serve as a relationship manager for nomination and designated scholarship funds
- Attract and retain donors to establish new and increase existing scholarship funds
- Support designated scholarship funds recruitment and nomination processes
- Stay current with trends, best practices, and I.R.S. and Title IV regulations related to grants to individuals

#### **Team and Client Support (40%)**

- Assist online applicants and support our online portal for scholarship applications
- Respond to general inquiries to The Denver Foundation about all scholarship programs
- Support the Scholarships team in providing excellent customer service
- Contribute to building and sustaining a positive team culture that supports commitment to team goals and core values, and that fosters the development of individual leadership, accountability, and continuous improvement
- Work in collaboration with other Impact Group colleagues and Communications staff to tell stories of impact for the community, and for donor-specific reporting
- Participate with Impact Group colleagues to identify opportunities for co-investment and donor/nonprofit collaboration
- Assist with updating policies, website, and collateral materials

### **REQUIRED QUALIFICATIONS:**

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- At least two years of experience in scholarship program support, donor service/fundraising, higher education administration, or equivalent experience
- Familiarity and experience with responding to questions from students, parents, counselors, and college representatives regarding scholarship application processes; familiarity with other available resources and how scholarships and financial aid work together
- Excellent written, oral, and interpersonal skills; able to communicate complex information in a clear manner to a variety of audiences
- Self-directed and highly organized; able to manage multiple priorities and tasks
- Strong customer service orientation
- Demonstrated ability to build and steward relationships with people from diverse backgrounds
- Excellent analytical, administrative, computer, and problem-solving skills
- Demonstrated ability to achieve deadlines, remain flexible, and work successfully through periods of increased volume and stress
- Ability to work both independently and as part of a team
- An unwavering commitment to racial equity
- Belief in the model of community foundations

### **PREFERRED QUALIFICATIONS:**

- Demonstrable knowledge of scholarship program design, advertising, recruiting, and eligibility review
- Experience with committee facilitation and management for grantmaking or impact programming
- Experience with alumni program design, advertising, and engagement
- Experience with Foundant Community Suite

**WORK ENVIRONMENT:** The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro-Denver region, and partner institutions across the state is a frequent requirement of the job. The position will occasionally be asked to staff weekend and evening events.

### **PHYSICAL DEMANDS:**

- Daily communication via phone.
- Frequent extended hours in front of a computer screen with or without accommodations.
- Regular group and public speaking.
- Occasional activities are occurring outdoors.

### **ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

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- Must be authorized to work in the United States.

**OTHER DUTIES:** Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

**COMPENSATION:** This is a full-time, exempt position. The Denver Foundation offers a competitive benefits package, including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurance. The starting salary for this position ranges from \$51,000 to \$58,000, depending on experience.

**THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY:** The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

*The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.*

**JOB DESCRIPTION ACCEPTANCE STATEMENT:**

I have read and understand and accept the job description, including the qualifications and the requirements of the described position. I certify that I can and will perform the duties and all responsibilities required for this position.

Printed Name:

Date:

Signature:

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