



OKLAHOMA CITY COMMUNITY FOUNDATION

Job Title: Scholarship Program Director

The Oklahoma City Community Foundation is seeking a director of our Scholarship Program. With more than 150 scholarship and award funds, our scholarship program is the largest program in Oklahoma designed to help students attend the college of their choice. The scholarship director plays an important role in managing this vital program that awards more than \$2.5 million annually to nearly 800 students throughout Oklahoma.

About the Oklahoma City Community Foundation: Ranked among the largest community foundations in the nation, the Oklahoma City Community Foundation connects generous donors with passionate charitable organizations to build a stronger community. Founded in 1969, we are a 501(c)(3) public charity that works with donors to create charitable funds that will benefit our community now and in the future. Learn more about the Oklahoma City Community Foundation at www.occf.org.

Position Overview:

The Scholarship Program Director ensures the development and successful implementation of the Community Foundation's scholarship and award funds. The director is responsible for strategic planning, program development, fund administration, donor and community relations and supervision of the scholarship staff. Reporting to the President, the director will work with team members across the organization to administer the scholarship program.

Responsibilities:

- Responsible for management and oversight of the scholarship program, developing best practices, implementing policies and procedures and identifying opportunities for administrative efficiencies.
- Work with donors who are interested in establishing a scholarship to help them identify their goals and design award criteria in compliance with IRS guidelines.
- Direct stewardship and reporting activities for scholarship donors including coordination of annual fund reports and award recipient information.
- Serve as direct liaison for more than 60 scholarship and award funds, maintaining relationships with donors and fund representatives and managing the annual application and award selection process.
- Serve as direct liaison for the Scholarship Committee, coordinating quarterly meetings and presenting data, analysis and recommendations for the scholarship program.
- Oversee the online scholarship application process through AcademicWorks, managing the annual application cycle and maintaining updates throughout the year.
- Manage administration of new funds including donor stewardship, criteria determination, application process, recipient selection and disbursement of awards.
- Coordinate scholarship application review process, recruiting, training and managing application reviewers.
- Develop and maintain relationships with external scholarship constituents including school districts, universities and other educational and scholarship providers, and respond to inquiries from students, parents and schools.
- Promote scholarships to potential applicants, attending college fairs and making school visits both in the Oklahoma City area and statewide.
- Work closely with Communications department to market the scholarship program to both donors and potential applicants.
- Responsible for planning annual luncheon events for scholarship recipients, overseeing catering, invitations and event program.

Qualifications & Skills:

- Master's degree preferred, Bachelor's degree required.
- Experience in a college or university student financial aid, admissions or scholarship office is preferred.
- Working knowledge of state and federal laws and regulations regarding scholarships and financial aid.
- Strong leadership skills; management and administrative experience required.
- Professional attitude and strong interpersonal communication skills with the ability to build external relationships.
- Ability to manage details and meet deadlines.
- Basic computer skills including strong working knowledge of Excel, Word and Outlook.

To apply, please send a cover letter, resume and three references with job title in the subject line to info@occf.org by Dec. 20, 2018.