

POSITION: Scholarship Coordinator for Post-Secondary Access and Entry

(Full-time)

COMPENSATION RANGE: \$60,000 - \$80,000

BENEFITS: PTO; medical, dental and vision plans; retirement plan; FSA; Life and Long-Term Disability Insurance Plans

The Opportunity:

Collaboratory is hiring a Scholarship Coordinator who will connect the passions of generous donors who have established more than 100 scholarship funds annually distributing over \$1 million to support opportunities for our region's next generation to thrive and flourish with the needs and opportunities available for post-secondary access and entry across our vibrant region. This person will join with the FutureMakers Coalition, for which Collaboratory is the backbone organization, to align and leverage scholarship funds to support the achievement of FutureMaker's and its coalition partners bold goal – to transform Southwest Florida's workforce by increasing the proportion of working-age adults with credentials beyond a high school diploma (degrees, workforce certificates, industry certifications, and other high-quality credentials) to 55% by 2030.

Collaboratory is committed to coordinating the solving of all of the social problems in Southwest Florida in the next 18 years. Not one of them, but all of them, from hunger to illiteracy, racism to mental illness, isolation to injustice and the others, recognizing that they are all integrated, and that to solve any one of them you must address all of them, together, holistically, with a highly integrated approach. And recognizing, from experience, that any siloed approach on any single issue will fail.

FutureMakers Coalition is committed to changing the education and workforce systems across the five-county (Charlotte, Collier, Glades, Hendry, and Lee counties) region to improve opportunities and outcomes for all. The Coalition is a network of over 250 active partners and 140 cross-sector organizations working along the cradle-to-career talent pipeline with a focus on the most at-risk traditional-age students, adults with some college but no degree, and adults with no educational experience beyond high school. In 2020 the Coalition earned a prestigious Talent Hub designation from Lumina and Kresge Foundation making it one of 26 national

exemplars in efforts to achieve significant social change at the regional level.

POSITION DESCRIPTION: The Scholarship Coordinator works with the FutureMakers Coalition team for post-secondary access and entry and administers the entire scholarship process from communicating with donors and marketing scholarship opportunities to the application, candidate interviews, and selection of scholarship recipients, granting scholarships and monitoring scholarship use. The Coordinator will work in collaboration with the Givers and Giving Team and the Finance Team to maximize the resources available for scholarship funds, ensure donor intent, and increase opportunity.

ESSENTIAL FUNCTIONS:

- Manage and administer the annual scholarship process for Collaboratory and work in concert with FutureMakers and its partners to organize and deliver high quality outreach and engagement opportunities for priority populations.
- Staff the Scholarship Committee of Collaboratory, presenting for review and approval the annual timeline and programming, and recommendations for scholarship awards.
- Maintain and update scholarship data and records and analyze data to determine trends and ensure that scholarship awards are fair and equitable.
- Recruit, manage and coordinate volunteer reviewers and community partners, including the coordination of related press releases, announcements, website updates, newsletter articles, etc.
- Develop and maintain working knowledge of the education ecosystem, members, and teams; understand Collaboratory's mission, priorities, process, outcomes, projects, and programs.
- Provide an outstanding partner experience for all constituents.
- Identify potential partners and donors for funding and arrange technical assistance opportunities for scholarship seekers (and their families) and recipients.
- Write proposals and applications as well as fulfill reporting requirements and coordinate communications.
- Develop and improve processes and procedures as well as organization systems for efficient outreach, application, review, and approval of scholarship awards.

Additional Responsibilities

- Participate in Collaboratory team events, retreats, and training.
- Participate in community events as a representative of FutureMakers Coalition.
- Promote Collaboratory's public image and obtain public support for the mission.
- Lead the planning, coordination, and execution of large events related to scholarships and college access and entry.
- Support FutureMakers Action Team leaders' in designing and executing meetings.
- Perform other job-related tasks as assigned by the FutureMakers Coalition Manager and Collaboratory.

MINIMUM QUALIFICATIONS:

- Bachelor's degree, at a minimum, and demonstrated experience, or transferable competencies in, project management, writing proposals, excellent customer service, and securing funding or the equivalent combination of education and experience would be useful. However, if you have a unique combination of professional experience that you believe makes you perfect for this role, we would love to hear from you!
- Experience with program administration and collaborative leadership is required for this position.
- Strong interest in and desire to support and grow an equity-focused, entrepreneurial, and complex collaborative initiative to change Southwest Florida's educational and workforce systems.
- Knowledge of the Southwest Florida (Hendry, Glades, Charlotte, Lee, and Collier counties) region, community-based organizations, and organizations in the region related to educational attainment and student success preferred.
- Commitment to promoting student success to improve the economic and civic well-being of individuals, their families, and communities.
- Self-directed and motivated starter with a positive attitude and ability to work independently while functioning well as part of a team.
- Ability to thrive in a fast-paced environment, manage, and meet multiple deadlines.
- Ability to read, analyze, and interpret various reports, and conduct basic research.
- Mastery of writing with attention to detail, i.e., board memos, grant proposals, reporting, emails, and correspondence.
- Ability to coordinate, synthesize, instruct, check, or verify the work of others.

- Outstanding communication skills regardless of setting, including in-person, virtual spaces, email, and text.
- Skilled in interpersonal relationships, especially with building and maintaining collaborative partnerships and making individuals feel welcomed and valued.
- Commitment to promoting student success to improve the economic and civic well-being of individuals, their families, and communities.
- Highly skilled in the utilization and functions of Microsoft Office Products and web platforms.

AVAILABILITY: Interviewing will start immediately and continue until the position is filled. Please email a cover letter and resume to hr@collaboratory.org.

Collaboratory provides equal employment opportunities to all employees and applicants for employment in all job classifications without regard to race, color, religion, age, mental disability, physical disability, medical condition, gender, sexual orientation, genetic information, ancestry, marital status, national origin, veteran status, and other classifications protected by applicable state and local non-discrimination laws.