



PHI KAPPA PSI FOUNDATION

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POSITION TITLE:

Scholarship & Grants Program Manager

BASIC FUNCTION:

The Scholarship & Grants Program Manager is a part-time position responsible for the development and implementation of a multifaceted scholarship and grants program aimed at rewarding undergraduate and graduate students, chapters, house corporations and other non-profit entities. The Scholarship & Grants Program Manager is also charged with leveraging scholarship and grant recipient experiences and testimonials in an effort to steward and recognize donors.

SPECIFIC RESPONSIBILITIES:

- Manages the organization's national fellowship and scholarship programs.
- Oversees the Foundation's chapter designated fund (Chapter Scholarship Funds, Chapter Leadership Funds, Chapter House Operating Funds, Chapter Educational Funds, etc.), program including transaction processing and disbursements of scholarship, leadership and housing grants.
- Implements, coordinates, directs and maintains the organization's donor-named/designated fund program, including preparation of new gift agreements, maintenance and monitoring of existing agreements and maintaining regular contact with donors and students.
- Markets, in concert with the Communications & Marketing Team, internally and externally available scholarships/leadership opportunities by creating publications for offerings and promoting through various media channels.
- Develops and implements procedures for the application, selection and evaluation of scholarships and grants and the notification of recipients and non-recipients.
- Serves as the liaison to grant recipient organizations such as colleges and universities.
- Designs, implements and maintains a system to update constituents (i.e. endowed, major and planned gift donors, house corporation officers, etc.) about fund balances, award amounts, award recipients and programmatic efforts.
- Manages the designated funds portal including vendor selection as well as overseeing the day-to-day integrity and quality of information.
- Cultivates relationships with leadership of grant making organizations.
- Interprets and implements criteria set forth by organizational and individual donors through gift agreements.
- Ensures compliance, excellence and fairness in all programmatic efforts.
- Assists with the publication of various materials.
- Maintains the Foundation's reputation for integrity, responsibility, caring, and prudent management of donor gifts.
- Provides ideas, opinions, or information in an articulate, professional manner.
- Participates in Foundation events and functions.

INTERNAL RELATIONSHIPS:

Reports to the Chief Executive Officer. Works closely with all Foundation and Fraternity staff.

EXTERNAL RELATIONSHIPS:

Has contact with the public, vendors, donors, alumni, undergraduates and friends of the Foundation as appropriate.

QUALIFICATIONS:

- Computer literacy and proficiency with the Microsoft Office software suite.
- Aptitude for the management and effective use of information systems/databases in support of a development/fundraising program.
- Must possess excellent analytical, organizational and communication skills.
- Initiative and independence in carrying out responsibilities.
- Proficiency in prioritizing and managing multiple, diverse and on-going projects.
- Demonstrates accuracy and thoroughness.



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- Prior experience with donor/member databases.
- Strong self-motivation and the ability to work as a team member.
- Commitment to maintain confidentiality and a high degree of accuracy in constituent records.
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Able to communicate effectively and professionally in written and verbal manner.
- Collegial, collaborative style.
- Creativity, curiosity, sense of humor, high energy level and enthusiasm.
- Strict attention to detail.
- Excellent customer service skills.
- Knowledge of best practices in scholarship and grant-making.
- Must possess a high level of energy and a can-do attitude.
- Experience with a non-profit organization is desirable.

OTHER DUTIES:

The above statements are intended to describe the general nature and level of work being performed in this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

NON-DISCRIMINATION POLICY:

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.