POSITION TITLE:
Scholarship & Academic Data Manager

BASIC FUNCTION:
The Scholarship & Academic Data Manager is a full-time position responsible for managing, including planning, organizing, leading, processing and reporting on the Foundation's chapter-focused scholarship program aimed at rewarding undergraduate and graduate students. The Scholarship & Academic Data Manager is also charged with overseeing the collection and analysis of organization-wide and environmental academic data as well as initiatives that support the scholastic success of chapters and members.

SPECIFIC RESPONSIBILITIES:
- Assists with the Foundation's chapter designated fund (Chapter Scholarship Funds, Chapter Leadership Funds, Chapter House Operating Funds, Chapter Educational Funds, etc.), program, specifically managing the organization's chapter scholarship program, including transaction processing and disbursements.
- Assists chapters and house corporations with the development and implementation of procedures for the application, selection, and evaluation of scholarship requests from Foundation held chapter funds.
- Operationalizes, for select chapters and house corporations, the scholarship application, selection, and awarding process.
- Serves as the liaison to grant recipients including organizations such as colleges and universities.
- Manages the day-to-day integrity and quality of information within the organization's designated funds portal and linkage of data to constituent database, which may include weekly and monthly audits of data to confirm use of accurate entry processes, identifying and eliminating duplicate records, and maintaining volunteer user security access.
- Interprets and implements criteria set forth by organizational and individual donors through applicable gift agreements.
- Ensures compliance, excellence and fairness in all scholarship granting efforts.
- Establishes and coordinates systems for the collection of impact information/testimonials from scholarship recipients to assist with organizational stewardship of supporters.
- Leads the collection and data management of chapter as well as associated university/college and fraternity/sorority community grade information.
- Ensures the accuracy, consistency, and integrity of academic data by performing regular audits and updates, including identifying and correcting any errors or discrepancies in the data.
- Compiles, analyzes, and distributes grade information; utilizing data analysis techniques to identify trends, patterns, and insights that can inform organizational decision-making and drive increased donor engagement.
- Designs, implements, and assesses chapter and member focused academic support initiatives.
- Develops, stewards, and promotes partnerships with external organizations that support chapter and member academic success.
- 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 Director of Scholarships & Grant Programs. 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.
- Disposition and appreciation for the input and analysis of data.
- 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.
- Prior experience with donor/member and scholarship/grant 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.