



JOB POSTING

Scholarship Manager

The SBCC Foundation is seeking candidates for the position of **Scholarship Manager**

WHO WE ARE:

The **SBCC Foundation** is a national leader in community college philanthropy. Since 1976 it has provided Santa Barbara City College with private support, serving as the vehicle through which individuals and organizations may invest in the college and its students. As an independent 501(c)(3) non-profit organization, with assets of more than \$88 million, the Foundation distributes approximately \$5 million annually for student success programs (such as the SBCC Promise, offering all recent local high school graduates the opportunity to attend SBCC full-time at no cost), scholarships, book grants, and other critical needs of the college. The SBCC Foundation fuels the excellence of Santa Barbara City College by engaging the community, building relationships, and inviting the generosity of donors. The resources raised and managed by the Foundation enrich college programs, remove barriers, and empower students to succeed as they prepare for careers, transfer to four-year universities, and pursue lifelong learning goals.

THE ROLE:

The Scholarship Manager works closely with the SBCC Foundation Chief Development Officer (CDO) and the development team to raise scholarship funds and ensure that funds received by the SBCC Foundation are distributed efficiently, effectively, and used for their intended purpose – supporting SBCC students in their educational journey. The Scholarship Manager must be highly organized, possess exceptional oral and verbal communication skills, and be flexible and comfortable working proactively to support SBCC students and programs. Working closely with each division of the SBCC Foundation, this role is critical to scholarship fundraising and the delivery of multiple types of aid to support SBCC students, programs, staff, and faculty. Specific duties include drafting scholarship agreements with donors and College departments, invoicing, tracking pledges for scholarship and awards; close collaboration with SBCC Financial Aid Office to market and distribute scholarships; collaboration with the SBCC Foundation Development team on scholarship-related events and donor needs; working with the SBCC Foundation Chief Program Officer on fund reports for College departments and divisions; and other duties as assigned by the Chief Development Officer.

WHAT YOU WILL CONTRIBUTE:

- Maintain knowledge of and be a main point of contact for all **Department Scholarships, Book Grants, and Annual Awards**: work closely with the Foundation CDO to coordinate scholarship donors, available funding, and disbursement of scholarships, and awards.

- Work with Foundation Development team on any new scholarship funds created to ensure scholarship agreements with donors are coordinated with scholarship agreements with College departments.
- Oversee **Scholarship Fund Management and Distribution**: maintain and update all scholarship information including history, funding status, and availability; work with the Foundation Finance team to coordinate scholarship fund updates, transfers, and closures; work with Foundation Finance team to determine annual scholarship award numbers and amounts based on spendable allocations and fund balances. Coordinate **Scholarship Marketing**: assemble and present materials promoting scholarship opportunities based on various audiences (students, parents, donors, and College partners, as necessary).
- Create **Annual Scholarship Opportunities Booklet**: edit, review, and coordinate printing and distribution of the booklet.
- Oversee the **Scholarship Review and Selection Process**: work with SBCC Financial Aid Office to schedule and facilitate scholarship committee meetings; provide scholarship selection guidelines, review procedures, and relevant scholarship agreements; utilize NextGen and/or other scholarship management software.
- Coordinate **Scholarship Disbursements**: work with Financial Aid Office and Foundation Finance Office to coordinate fall and spring scholarship disbursements to students.
- Assist with various **Award Receptions and participate in other campus events, as needed**: work with the Foundation Development team to coordinate annual receptions for scholarships awarded by miscellaneous groups/donors (e.g. Rotary Club of Montecito Foundation); work with the SBCC Foundation Chief Program Officer and College partners to coordinate awards-related events (e.g. Lancaster Speech Tournament, Dorantes Lecture, etc.).
- Other duties, as assigned, related to scholarship donors and scholarship funds at the SBCC Foundation.

HOW YOU WILL SUCCEED:

- **Collaboration and Inclusivity** – have the capacity to develop and maintain positive and productive working relationships with all foundation colleagues, SBCC administrators, faculty, staff and community educational partners; be an excellent team player who models collaborative work behaviors;
- **Communication** – Effectively transfer thoughts and expresses ideas orally or verbally in individual and group situations; share information openly and frequently and keep others well informed; keep the CPO and CEO well informed of work progress in meeting objectives; use effective listening skills to gain understanding from others; possess highly developed written skills;
- **Drive for results** – Demonstrate commitment to achieving results against internal and external standard of excellence; show a passion for continuous improvement;
- **Initiative** – anticipate what else may be required beyond the express fundamentals of the job; propose things that have not been requested that will improve or enhance the operation, avoid problems, or develop opportunities; plan ahead, anticipate challenges, and take appropriate action;

- **Problem Solving** – Build a logical approach to address problems or manage situations at hand by drawing on your knowledge and experience base, and calling on other colleagues and resources as necessary;
- **Passion** – Demonstrate commitment to the organization’s mission and passion for the unique role that community colleges play in creating equitable access to higher education in the United States;
- **Flexibility** – Be flexible and adaptable to changing needs and priorities as expressed by Santa Barbara City College and the Foundation.

WHAT YOU BRING TO THE TABLE:

- Minimum 3 years of experience in development/fundraising, financial aid, and/or educational programs, with progressively increasing responsibilities.
- Poised and professional communication style – in writing, over the phone, and in-person.
- Demonstrated ability to collaborate effectively across teams and with external partners.
- Experience working with volunteers, non-profits, and/or community-based organizations.
- A creative, solutions-oriented approach to problem solving.
- Ability to work independently, and as part of a team.
- Very strong writing, proofreading, and copy-editing skills.
- Detail-oriented and ability to handle competing deadlines.
- Experience working with people of diverse backgrounds.
- Ability to take initiative and willingness to take on responsibilities and challenges.
- Must be honest, ethical, and maintain high levels of integrity.
- Excellent computer skills and knowledge of social media tools for engaging all ages of donors.
- Knowledge of fundraising practices a plus.
- Knowledge of scholarship management software a plus.
- Understanding of laws and regulations pertaining to scholarships a plus.
- Valid Driver’s License and reliable transportation.
- Bachelor’s degree or equivalent experience.

This job description does not list all the duties of the position. Other duties, as assigned or deemed necessary by management, may be required. Performance evaluations will use the contents of this job description as a basis for appraisal.

COMPENSATION:

The SBCC Foundation is committed to offering competitive compensation. The starting cash compensation range for this position is \$70,000 to \$80,000. A generous benefits package includes a comprehensive health plan, 403b match, and professional development support.

TO APPLY:

Send a cover letter and resume to morris@sbccfoundation.org.

No phone calls, please.

The position is open until filled.

References and other materials may be requested at a later date.