

**Program Officer, Scholarship
Greater Worcester Community Foundation
Worcester, MA**

About Greater Worcester Community Foundation (GWCF)

Since 1975, the Greater Worcester Community Foundation, (GWCF) has inspired philanthropy and increased permanent resources for Central Massachusetts. Today, with close to 600 funds under management, \$173 million in assets and a committed Board of 21 business and civic leaders, the Foundation is a respected community leader, a trusted philanthropic advisor, and a powerful change agent across a wide variety of issue areas.

THE OPPORTUNITY

The Program Officer for Scholarship, (PO) is responsible for the Foundation's Scholarship Program, one of GWCF's most successful programs that annually distributes \$700,000 to local area students pursuing post-secondary education. As a member of the Philanthropy and Donor Services team, the Program Officer is responsible for the management, implementation, and growth of the Foundation's Scholarship Program. This is a highly visible career opportunity for an entrepreneurial professional. The PO reports to the Vice President of Philanthropy & Donor Services and works closely with donors, volunteers, school advisors and students.

The GWCF Scholarship Program is the region's largest provider of scholarships to Worcester County students; one application opens the door to over 130 scholarships. At present, the program makes awards to roughly 400 students.

Job Responsibilities

- Manage all aspects of the year-round scholarship program lifecycle; seek continuous improvement in terms of industry best practices
- Work with fund holders to ensure fund criteria and donor intent best matches community need
- Identify and work with prospective donors to grow existing or establish new Scholarship Funds
- Develop and sustain relationships with scholarship fund donors, Worcester County schools, community groups and relevant partners about scholarship opportunities
- Oversee and manage on-line application system and processes for both new and renewing scholarship; ensure integrity of system and databases
- Recruit, coordinate, and train volunteers to serve on scholarship selection committees
- Facilitate selection committees, including screening applicants, preparing materials and facilitating decision-making
- Coordinate award notification and payment of all awards
- Evaluate and report on program outcomes, working with Communications staff to highlight scholarship stories, donor stories and program metrics of interest to GWCF audiences
- Supervise staff and interns assisting the Scholarship Program
- Collaborate with Vice President on annual fund and other special projects and initiatives
- Troubleshoot any problems that arise with volunteers, students and schools
- Maintain positive and professional donor relations
- Maintain confidentiality of Community Foundation affairs in written and oral communication and adhere to operational policies and procedures of Foundation
- Produce required reports and presentations
- Ability to work additional hours when Foundation business warrants it

Qualifications and Skills

- Bachelor's degree required

- Minimum of five years' related professional experience in nonprofit advancement, financial aid, development or donor services; experience with volunteer management preferred
- Ability to work collaboratively and effectively with a wide variety of people including donors, students, volunteers, and grantees; demonstrated cultural competency
- Ability to successfully balance multiple projects effectively while adhering to priorities
- Exhibit sound judgement and discretion when dealing with confidential and financial information
- Excellent written and interpersonal communication skills
- Ability to work in a fast-paced environment, possess strong attention to detail, and seen as a team player
- High level of proficiency in all Microsoft Office products as well as database management

Disclaimer

Greater Worcester Community Foundation is a committed EEO Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.