



SCHOLARSHIP MANAGER

The Kansas Hispanic Education & Development Foundation is seeking a Scholarship Manager to join our team and help our mission of serving Hispanic students and professionals. In this organization you can make a positive impact on how we serve our Hispanic community!

Annual Salary: \$50,000 - \$60,000

Reports to: Executive Director

Status: Exempt/Full-Time

Benefits: Paid Time Off (PTO), Paid Holidays, Health Insurance, Phone Allowance, Mileage Reimbursement, and Bonus Opportunities

Position Summary:

The Scholarship Manager will report to the Executive Director and be responsible to manage the Kansas Hispanic Scholarship Program, scholarship payments, scholarship financial strategy/budget, high school and college outreach. This individual will work closely with KHEDF Executive Director and foundation staff to cultivate and renew colleges/universities in-kind contributions. The Scholarship Manager will assist in expanding the overall positive impact of the Foundation to our students through excellent interpersonal and organizational skills.

A Typical Day May Include:

- Serving as the main program lead in annual scholarship selection process by reviewing applications for completeness and accuracy, initiating correspondence to clarify information, and organizing notification of student's award status, etc.
- Developing, monitoring and executing a growth plan for the Kansas Hispanic Scholarship Program including donor stewardship activities
- Working closely with college and university offices to create a smooth and efficient process for our students
- Maintaining, collecting and recording data such as correspondences, payments, and refunds; utilizing computer software as necessary
- Collaborating and building relationships with internal team, sponsors, volunteers, board members, community leaders, students and their families to pursue continuous improvement of our processes and provide a high level of support through a great communication experience
- Identifying potential sources of funding for scholarships and writing grant proposals
- Serving as staff representative on KHEDF Education and Scholarship Committee, aid in the recruitment and shaping of scholarship review committee
- Abiding by the program's policies and procedures and assist with value-add propositions
- Other duties as assigned

What You Will Need to be Successful:

- College degree and/or 3-4 years of work experience in a professional setting
- Ability to communicate complex information in a clear manner to a variety of audiences
- Excellent analytical, administrative, and problem-solving skills
- Ability to work both independently and as part of a team
- Effective oral and written communication skills to interact with a broad audience
- Experience leading public presentations, trainings, and speaking engagements
- Strong organizational skills and attention to detail and accuracy
- Proficient computer skills, with an emphasize on Microsoft Office, knowledge utilizing web-based software, and preferred experience working within a Customer Relationship Management (CRM) system
- Ability to lift a minimum of 20lbs and work in an office setting, may be exposed to indoor/outdoor temperatures depending on events and work assignments
- Ability to handle confidential and sensitive information
- Must have access and ability to operate personal vehicle for work-related travel
- Must be able to attend events outside of standard work week on occasions with advance notice

What Will Place You Ahead:

- Prior experience working in education, community organization, nonprofit, or government
- Bilingual English/Spanish
- Degree in related field

Ready to Apply?

Interested candidates should send a resume, references, and thoughtful cover letter describing your specific qualifications and interest in the position to micaela.ramirez@khedf.org. Applications will be reviewed as they are received.