

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FLAGLER COUNTY EDUCATION FOUNDATION (FCEF) SCHOLARSHIP SPECIALIST

QUALIFICATIONS:

- (1) Associates degree in Business or major in Non-Profit Management.
- (2) Three (3) years experience related experience.
- (3) A comparable amount of training, education, and experience may be substituted for the above.

KNOWLEDGE, SKILLS AND ABILITIES:

This person must demonstrate excellent oral and written skills to express ideas and information effectively to donors, board members, mentors and community business leaders. Able to maintain thorough notes of all communications, numbers and projects; to find ways to make continuous improvements in operations and get maximum benefit from available resources; to take independent action to identify ways to solve problems and remove barriers; and to make sound decisions using available data. Relates to others in a positive, knowledgeable, credible and mature manner. Has a positive, do-it-now approach to all tasks and functions. Able to readily change and redirect priorities when changes occur; to balance multiple tasks at one time. Willing to work during normal business hours and attend special events as necessary. Knowledgeable and comfortable with software that includes contact database management, Word/Excel/Power Point, Facebook, Google+ and other social media.

REPORTS TO:

Executive Director of the Flagler County Education Foundation.

JOB GOAL

The Scholarship Specialist will work with the Executive Director and scholarship leadership team in the selection of scholarship recipients, mentor recruitment and training, and planning and execution of college-ready services. Also responsible for tracking and meeting/exceeding scholarship benchmarks and best practices as defined by scholarship leadership team.

SUPERVISES:

N/A

FCEF Scholarship Specialist (Continued)

KEY RESPONSIBILITIES	% OF TIME
*Meet with students, develop and administer workshops and presentations for students enrolled in scholarship program to ensure college-readiness contacts and activities meet program benchmarks.	30%
*Develop a strong and supporting relationship with TSIC mentors and TSIC in-school guidance staff and volunteers to ensure mentors are well trained, working within best practices and welcomed in schools where mentoring takes place.	20%
*Work with executive director to ensure mentors, donors and students are recognized and honored for their achievements and contributions to the scholarship program.	10%
Maintain scholarship database and provide TSIC with reports and data as requested by TSIC and/or executive director.	10%
Develop a relationship with scholarship graduates and involve them in mentoring high school scholarship students.	5%
Process financial gifts and prepare deposit bank slips. Run Raiser Edge validation report to tie back to deposit amount and gift acknowledgment letters.	5%
Create invoices and post payments in Financial Edge.	5%
Provide customer service to donors and volunteers.	5%
Assist Executive Director with duties as assigned	10%

*Essential Performance Responsibilities

TECHNOLOGY ACCESS: NO ACCESS

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed to move objects.

EVALUATION:

Performance of this job will be evaluated by [Flagler County Education Foundation Executive Committee](#).

FCEF Scholarship Specialist (Continued)

TERMS OF EMPLOYMENT:

Salary for this position is fully funded by the Flagler Education Foundation. Salary and merit increases shall be paid at a rate to be determined by the [Flagler County Education Foundation Executive Committee](#) and approved by the Flagler County School Board. Benefits shall be paid consistent with approved plan.

Days	Annual
Hours per Day	8
Salary Lane	N/A
Employee Type	Professional/Exempt
Position Code	91010

Forty hour per week work schedule is flexible to meet the needs of the organization and employee. Monday – Friday work week with some evening and weekend hours throughout the year.