

JOB DESCRIPTION

Grant & Scholarship Coordinator (Part-time)

- The Grant and Scholarship Coordinator reports directly to the Chief Executive Officer of the *Western Indiana Community Foundation*.
- Provides assistance to the Chief Executive Officer with primary emphasis in designing and implementing procedures to ensure efficient and effective grantmaking and scholarship awarding processes.

Specific responsibilities include:

1. Grantmaking
 - ❖ Manage grantmaking and distribution function of funds to include working with Grants Committee, applicants, grantees, donors, and advisors.
 - ❖ Ensure grant processing steps, accurate and timely grant awards, letters, required due diligence and documentation, records, and reports.
 - ❖ Maintain working knowledge of grantmaking, critical community issues, and encourage proposals that address such needs/issues.
 - ❖ Monitor, report, evaluate, and advance Foundation grantmaking. Seek input from grantees.
 - ❖ Monitor payment of grants.
 - ❖ Attend non-profit events and meetings to promote the Foundation and strengthen partnerships in the community.
 - ❖ Provide grants program reports for board meetings.
 - ❖ Pursue knowledge, ideas, and best practices from the field; remain current on laws and issues affecting grantmaking.
2. Scholarships
 - ❖ Coordinate and administer Foundation scholarships
 - Publicize scholarships.
 - Prepare, distribute, and process applications.
 - Manage awarded scholarships: acceptance agreements and reports, send payments, track scholarships, and prepare reports.
 - Staff and support Foundation scholarship committees.
 - Oversee award presentations at are high schools.
 - Notify, fund manager(s), in writing of award recipients of the fund.

- ❖ Administer Lilly Endowment Community Scholarship Program (LECSP)
 - Prepare and submit publicity.
 - Prepare and implement application process.
 - Administer LECSP book stipend report.
 - Prepare and submit required LECSP reports to Independent Colleges of Indiana (ICI).
 - Staff and support LECSP committee.

 - ❖ Provide personal contact for local schools, colleges/universities, parents, recipients of LECSP and Foundation scholarships, endowment donors, advisors, and the general public to questions, provide information or other assistance as needed.

 - ❖ Work with committee members and volunteers to build community awareness, understanding and participation in scholarship programs. Including, but not limited to: website, events, presentations, media releases, publications, signage, etc.

 - ❖ Attend scholarship and school events and functions to promote the Foundation and strengthen partnerships in the community.

 - ❖ Pursue knowledge, ideas, and best practices from the field; remain current on laws and issues affecting scholarships.
3. Other Activities
- ❖ Maintaining a basis knowledge of the other activities of the Foundation.
 - ❖ Answering the telephone and serving visitors, as required.
 - ❖ Picking up and dropping off mail, making bank deposits and other basic office functions, as required.
 - ❖ Assisting the Chief Executive Officer with any other Foundation activity that may be deemed necessary.
4. Skills Required
- ❖ Bachelor's Degree or comparable experience in nonprofit work
 - ❖ Excellent verbal and written skills with attention to details.
 - ❖ Proficient in using technology effectively in completing daily tasks and as a management reporting tool.
 - ❖ Successful experience working in a collaborative team environment.
 - ❖ Personal qualities of integrity, credibility, and a commitment to and passion for the Community Foundation's mission
 - ❖ Familiarity with the Fountain County and Vermillion County community.

Please direct questions and resumes to:

Western Indiana Community Foundation

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