Job Description

POSITION TITLE: Grants & Scholarships Manager
LOCATION: Appleton Education Foundation, 122 E College Ave., Appleton, WI 54911
REPORTING TO: Executive Director
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Non-exempt, Part-time, 20 hours per week, flexible hours
CLASSIFICATION: Part-time Benefits Ineligible
LAST UPDATED: December 2022

BACKGROUND & POSITION SUMMARY
The Appleton Education Foundation (AEF) is a nonprofit foundation whose mission is to creatively enhance education in the community. The Foundation’s primary focus is on preK-12 students in the Appleton Area School District (AASD). Education of the broader community also is of interest. Since its founding in 1997, the Foundation has awarded more than $5 million for educational projects and programs that otherwise would not be possible given limited public resources.

The Appleton Education Foundation seeks qualified candidates for the newly created position of Grants & Scholarships Manager. The Grants & Scholarships Manager works closely with Foundation staff, volunteers, donors and others to efficiently manage and further develop the Foundation’s growing grant and scholarship programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Grants Management -
  o Promotion of existing Foundation grant opportunities throughout the AASD and, to some extent, to youth-serving nonprofits in our community.
  o Serve as the primary point of contact for grant inquiries.
  o Administer all components of the Foundation’s annual grant cycles, including application processes, database management, grant review, grant documentation, and grant compliance.
  o Ensure grants are available and disbursed in accordance with charitable fund purpose and donor intent.
  o Master Grant Life Management program. Enter and maintain accurate information in software related to grants in competitive grant cycles.
  o Use CSuite proficiently to enter and manage designated and pass-through grants.
  o Prepare relevant grant materials for committees, donors, staff, and AEF board as needed.
  o Build meaningful relationships and correspond effectively with various stakeholders, to include AEF board, volunteers, donors, and AASD staff and administration.
  o Develop a working knowledge of other area grant funder interest areas and priorities to be a helpful resource to grantseekers.

• Scholarships Management -
  o Promotion of existing Foundation scholarships throughout the AASD and community.
  o Serve as the primary point of contact for scholarship inquiries, including direct work with AASD guidance staff and students applying for scholarships.
  o Administer all aspects of the Foundation’s scholarship program, including application processes, database management, scholarship review, establish and oversee selection committees, coordinate award presentations at high school scholarship programs.
- Ensure compliance with scholarship guidelines and requirements so awards are disbursed in accordance with charitable fund purpose and donor intent.
- Master Scholarship Life Management program. Enter and maintain accurate scholarship information in database.
- Review existing scholarship policies and procedures and make recommendations for implementing improvements/efficiencies, as needed.
- Solicit volunteers to serve as scholarship reviewers and manage the review process.
- Maintain accurate and complete records.

- Overall Team Support -
  - Recognize that as a small nonprofit foundation, AEF has several "all hands" projects which require willing and cheerful contributions of all staff (Knowledge Open golf event and other Foundation events).

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE
Skills and Qualifications:
- Bachelor’s Degree (or equivalent work experience) is preferred. In addition, prior experience relevant to the major responsibilities of this position is preferred.
- Proficiency with MS Office applications, including Word, Excel, SharePoint, Teams and Outlook and virtual meeting platforms; the ability to master existing scholarship and grants management software.

KNOWLEDGE, SKILLS, AND ABILITIES
- Able to demonstrate the Foundation’s core values of teamwork, respect, integrity, stewardship, and DEIAR throughout work and interactions.
- Exceptional written and verbal communication skills. Effectiveness speaking with people in-person and on the phone.
- Exceptional customer service skills.
- Ability to understand and address challenges with sound judgement, high integrity, and professional demeanor.
- Mature, pleasant, professional.
- Self-starter and goal oriented. Able to work independently and as member of a team.
- Respect for and discretion about confidential information.

WORK ENVIRONMENT AND JOB SPECIFICATIONS
The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.
- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds.
- Travel occasionally to area schools or businesses for work related to this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To Apply:
Submit your resume and cover letter by December 30, 2022. Please send via email to jkrause@appletoneducationfoundation.org or mail to: Julie Krause, Appleton Education Foundation, 122 E. College Ave., Suite 1-B, Appleton, WI 54911