

**COMMUNITY FOUNDATION OF NORTHERN ILLINOIS
JOB DESCRIPTION**

PROGRAM ASSOCIATE

Reports To: Vice President of Programs & Community Investment

Work Week: 40 Hours/Week

Primary Purpose

The Program Associate is responsible for the administration of CFNIL's scholarship processes as well as supporting general grantmaking functions. The Program Associate ensures that the scholarship programs are efficient and move seamlessly through each stage and department; compliant with the law and CFNIL policy; fulfill the intentions of CFNIL's donors; and achieve CFNIL's strategic goals. Throughout all communications the Program Associate will maintain a positive image of CFNIL to build confidence and trust for the organization with stakeholders and the public. A successful candidate in this position will be detail-oriented, take responsibility for entire grantmaking processes from start to finish, and understand the importance of data integrity and analysis.

Principal Duties and Responsibilities

Administer Scholarship Processes and Software (80%)

- Prepares the universal scholarship program application utilizing the scholarship program software, refining it to meet the needs of the program on a yearly basis.
- Receives and responds to all inquiries about the scholarship program from students, school personnel, fund advisors, volunteers, and interested community members.
- Corresponds with applicants and stakeholders, e.g. contact students for clarification and/or additional information, sends award and declination emails to all applicants, coordinates award payments with college financial aid offices, etc.
- Maximizes the capacity of the scholarship program software to prepare reports and document the success of the program, identify trends, and forecast the needs of the program.
- Maintains meticulous records of applications received, selected recipients, and documentation related to committee members and fund information.

Volunteer and Relationship Management (10%)

- Recruits and manages large team of volunteer committee members, including:
 - Providing training for new and existing volunteers each year
 - Scheduling selection committee meetings and assigning applications for review
 - Preparing review documents and facilitating selection meetings
- Develops relationships with high schools, youth-serving nonprofits, and other stakeholders in the community to make them aware of scholarship opportunities, the application process, and other resources to support those seeking post-secondary education.

Other Duties:

- Assists with the planning and coordination of scholarship-related events, such as the annual Scholarship Award Night and the Community Scholarship Fair.
- Keeps abreast of best practices and emerging thought in the grantmaking and scholarship fields.
- Assists in the administration of various other grant programs, such as Community Grants, as needed.

Core Competencies:

- Highly organized and detail-oriented, with the ability to follow processes and tasks through to completion with minimal oversight; project management experience is preferred.
- Ability to manage multiple tasks simultaneously and balance competing priorities.
- Be a self-starter who can identify problems and opportunities for improvement, as well as create and implement solutions.
- Ability to work within a team and/or independently as necessary.
- Ability to write and speak clearly.
- High level of proficiency with Microsoft Office suite – especially Word, Excel, PowerPoint, and Outlook.
- Ability to work with objectivity and confidentiality.
- Strong customer service skills.
- Ability to master and troubleshoot CFNIL's grantmaking software (Foundant Scholarship Lifecycle Manager and CommunitySuite). Prior database management experience is a plus.
- Ability to manage relationships and communicate with a wide variety of constituents, including scholarship and grant applicants, education professionals, donors, volunteers, and students.

Requirements:

- Two-year degree or prior experience navigating financial aid processes in the field of higher education.
- Experience using business software applications to track constituents and process transactions.
- The position requires the use of standard business equipment including computers, copiers, printers, and mailing equipment.
- The ability to occasionally work on nights and weekends.

Compensation & Benefits

- Salary for this position is \$40,000-\$50,000 annually. CFNIL offers a competitive benefits package, including medical, dental, vision, and disability insurance as well as the ability to participate in an employer sponsored retirement program and accrue time off. This position is primarily in-office, with some opportunity for hybrid or flexible work schedules.

To apply, email a resume and cover letter to Sarah Lambert at slambert@cfnil.org.

Please follow us on [Facebook](#), [Twitter](#), and [sign up for our e-newsletter](#) to receive the latest information on openings.

The Community Foundation of Northern Illinois is an equal opportunity employer.