



POSITION DESCRIPTION

Title: Selection & Programs Coordinator

Reports To: Director of Scholarships & Foundation Programs

SUMMARY

The Selection & Programs Coordinator administers the recruitment and selection processes of the Boettcher Foundation Scholarship Program, supports the recruitment and selection processes of the Doers & Difference Makers Fellowship, and coordinates the Scholarship management and administration.

DUTIES AND RESPONSIBILITIES

Recruitment and Selection

- Administer the recruitment strategy and implementation of the recruitment plan for the Boettcher Scholarship Program
- Deliver recruitment presentations at conferences, summits, counselor workshops, and schools for the Scholarship Program
- Provide students, parents, and counselors with resources and information related to applying for selective colleges and scholarships
- Administer the scholarship program selection process including organization and coordination of three rounds of application review including external reviewers
- Develop and maintain the scholarship technology and database used for receiving, tracking, and reviewing all scholarship application materials and preparing required document for selection committees
- Serve as primary point of contact for students, parents, and counselors regarding information about the scholarship program
- Reviews general program processes annually looking for opportunities for refinement and improvement
- Provide administrative support and coordination for the recruitment and selection process for the Doers & Difference Makers Fellowship program
- Monitor and evaluate trends in higher education for consideration by our program

General Program support

- Assist with the management and updates to policies and procedures documentation for the Scholarship and Fellowship related activities
- Review and implement documentation and processes needed to verify and ensure the continued eligibility of our Scholars, and provide them with additional resources and support as needed
- Coordinates the Alumni Ambassadors program to facilitate recruitment and outreach for the scholarship program and assist in coordinating other alumni programming as needed
- Assist in the development and implementation of all Scholarship operational goals
- Assist the communications staff with the strategy and development/updating of all Scholarship and Fellowship communication

- Coordinate with accounting department to ensure accurate and timely processing on university related payments including Scholarship tuition and Campus Enrichment funding
- Serve as a point of contact for scholarship associations in the State of Colorado including the Colorado Council on High School and College Relations
- Maintain organization and updates of information in the scholarship database, and provide requested information and records as needed
- Provide coordination and logistical support for participation in conferences, meetings, and community events

Special Projects & Other

- Special projects and other duties as assigned
- Assist with management of volunteer staff

QUALIFICATIONS

- Associate or bachelor's degree or 3+ years of related experience in higher education scholarship programming
- Proficient computer skills using Microsoft Office with specific expertise in Word, Excel, and Powerpoint.
- Strong written and verbal communications skills
- Detailed oriented individual with skill in multi-tasking and managing competing priorities

WORKING ENVIRONMENT

- Occasional in-state and overnight travel required
- Occasional evening and weekend work required
- Reliable transportation required to attend occasional external meetings
- Occasional lifting of up to 45 lbs. to set up booths for school presentations

BENEFITS & COMPENSATION

- Base salary from \$53,000 to \$63,000
- The foundation currently offers a comprehensive benefits package

HOW TO APPLY

This role will remain open until filled. The preferred application date is March 1, 2023. Candidate materials will be reviewed on an ongoing basis and initial interviews will begin in early to mid-March.

To be considered, please submit a resume and cover letter (in a single Word document or PDF) expressing your interest in the position to careers@boettcherfoundation.org and include "Selection and Programs Coordinator" in the subject line . Early applications are strongly encouraged.

We believe in the promise of Colorado and the potential of Coloradans because courageous leadership benefits every community in our state. By investing in people, programs, and organizations, we provide a foundation for transformational impact and community building.

We connect and build up Colorado's doers and difference makers.