



**BERKS COUNTY
COMMUNITY FOUNDATION**

Lifelong Learning Program Associate

The Lifelong Learning Program Associate manages the distribution process for a growing portfolio of charitable funds that provide scholarships for students, grants for K-12 and higher education programs, and educational opportunities for nonprofit leaders, primarily in Berks County. The ideal candidate is someone who can manage complex processes from beginning to end and who is an excellent communicator. The candidate should care deeply about creating opportunities for local residents and have practice managing committees and other groups.

Responsibilities of Position:

Manage the Community Foundation's scholarship process from beginning to end:

- Work with development staff as needed to help donors create meaningful funds that support education and lifelong learning
- Draft criteria for scholarship distribution to match the donor's charitable intent
- Oversee the application process for all of the Community Foundation's scholarship funds (K-12 and higher education) through the back-end management, design, and updating of an existing online universal application and through outreach to advisory committees and schools
- Provide technical support to applicants and committee members if needed.
- Identify individuals to serve on the Community Foundation's standing scholarship committee and coordinate the scholarship review process with them
- Coordinate scholarship notification efforts with schools and third parties, and work with the foundation's in-house communication staff to promote the availability of scholarships through a variety of means
- Schedule and manage scholarship selection committee meetings
- After recipients are selected, manage all notifications to students and schools and work with the finance department to ensure scholarships arrive on time
- Work with colleges and universities to ensure scholarships are used to lessen a student's financial burden (as the donor intended) rather than being used to decrease the amount of student aid offered by the college or university
- Build relationships with guidance counselors, etc. at local school districts and attend district scholarship events and award ceremonies to share donors' stories with the recipients and the community at large
- Enter scholarships for payment into the foundation's enterprise-wide management system and create and monitor follow-up reports and multiyear distributions
- Coordinate and report on PHEAA/Path and Tax Credit Scholarship participation

Manage programs and distributions that relate to lifelong learning:

- Manage the Community Foundation's Nonprofit Leadership Certificate Program in conjunction with the Nonprofit Center at LaSalle
- Work with other local funders to coordinate educational offerings and opportunities for nonprofits
- Advise foundation on key issues in education and learning that impact Berks County
- Manage a portfolio of funds that make grants related to lifelong learning (i.e. teacher mini-grants, camperships)
- Represent Berks County Community Foundation on task forces, committees and panels related to lifelong learning
- Advise staff on communication and articles related to these issues
- Work cooperatively with other program officers at the foundation when projects cross-pollinate
- Other duties as assigned

Position Scope:

- Full-Time Professional
- Direct Reports: None

Attributes/Skills Required/Sought:

- Excellent communication and presentation skills and the ability to work with various members of the community
- Ability to work on multiple assignments over the course of a day or week, and shift gears as needed
- Superior organizational skills
- A sense of humor
- Ability to manage complex processes and meet deadlines
- Ability to work independently and take ownership of his or her role in a project.
- Competency in Microsoft Word and Excel, familiarity with back-end web management or form creation

Experience/Education Required/Sought:

- Bachelor's Degree in Project Management, Education, Communication, Logistics, or related field
- At least three years of experience related to the activities outlined above