

American Indian College Fund Job Description

The American Indian College Fund (the Fund), a national, non-profit organization headquartered in Denver, Colorado is seeking a Scholarship Grant Administrator. Created in 1989 to support America's tribal colleges and universities, the Fund undertakes various fundraising activities on behalf of the nation's tribal colleges.

Title: Scholarship Grant Administrator
Department: Development & Programs
Status: Full-time (exempt)
Supervisor: Project Officer

POSITION SUMMARY

This position is responsible for administering special scholarship programs and the Student of the Year award. In addition, must maintain scholarship grant program schedules. The Scholarship Grant Administrator is primarily responsible for planning and developing methods and procedures for implementing new and existing scholarship programs. Evaluates program performance and reports activities to the Project Officer for proper donor stewardship. Ensures programs are on budget and timeline, and develops recruitment plans for scholarship programs. This position is primarily responsible for directing and disbursing over \$3 million in scholarship support to the tribal colleges and American Indian students.

ESSENTIAL FUNCTIONS

- Administer all current and newly developed Special Scholarship Programs (Coca-Cola, State Farm, Ford Motor Co. etc.) and Student of the Year Award. Primarily responsible for disbursing over \$3 million annually in grant support for scholarships.
- Supervise the Scholarship Coordinator, and oversee the scholarship disbursement process to the tribal colleges.
- Develop and implement a plan to recruit American Indian student applicants, educate the public about the Fund's scholarship opportunities and the application process. Responsible for updating scholarship information on the Fund's organizational website.
- Create, analyze and provide status reports on scholarship programs. Responsible for ensuring and tracking that all scholarship monies are awarded by program deadlines.
- Develop and maintain a positive working relationship with tribal college and mainstream university staff and financial aid departments and committees to advertise and recruit for special scholarship programs.
- Develop and maintain a master calendar of scholarship programs for each academic year.
- Work closely with the Fund's Finance department to provide financial updates on grant projects
- Support the Resource Development department by providing current research and statistics on scholarship recipients, student data and grant program accomplishments.
- Plan and coordinate special workshops and activities related to scholarship grant programs.
- Serve as a Fund representative in local Indian education community activities in the Denver metropolitan area (i.e. career fairs, financial aid workshops).

REQUIREMENTS

- Working knowledge of tribal and Bureau of Indian Affairs financial aid awarding procedures and Federal Student Financial Aid processes.
- Experience in higher education and familiarity with tribal colleges and American Indian culture, education and communities desired.
- Bachelors' degree and relevant Indian Education program experience.
- Knowledgeable about computer systems and software, particularly Microsoft Office, Access software and scholarship database systems.
- Excellent written and oral communication skills.
- Strong organizational skills, with ability to handle multiple tasks and meet deadlines.
- Ability to take initiative to solve challenges, and to work with organizational teams to support fundraising efforts.
- Supervisory experience.
- Availability to travel frequently during peak seasons and possibly attend one weeklong leadership program during summer.
- Strong customer service and proactive leadership skills.
- Perform relevant duties to benefit the American Indian College Fund.

Additional consideration will be given to candidates with:

- Familiarity with fundraising practices.
- Experience in working with American Indian students.

Please submit a letter of interest, résumé, salary requirements and a writing sample (maximum of three to four pages). Position open until filled. Send application materials to:

American Indian College Fund
Gina Del Castillo, Human Resources Manager
Human Resources Department
Scholarship Grant Administrator Search Committee
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