

Judy Family Foundation Scholarship Program Manager (Part-Time)

The Judy Family Foundation (JFF) Scholarship program began in 2012. It provides financial support to qualified single mothers or grandmothers who are pursuing an education in order to become economically self-sufficient. The program provides up to \$6,000/year (\$2,000 per semester for spring, summer, and fall) to cover tuition, books, or other costs such as childcare, transportation, or rent. Scholars are supported every year until they graduate if they maintain a 2.5 semester GPA and meet other program requirements. They are nominated by one of approximately 20 non-profit organizations currently funded by JFF. A staff member at the agency serves as the liaison between JFF and the scholar, and the agency oversees the award distribution to the scholar. There are 8-15 scholars in the program at any one time. A Scholarship Committee Chair and Committee of 3-4 family members oversees the program under the direction of the JFF President.

In addition to managing the operations of the JFF Scholarship program, the Scholarship Program Manager also directs JFF's relationship with, and funding of, 2 other scholarship agencies.

The Scholarship Program Manager meets regularly with the Committee Chair and plans, implements, and coordinates at least five scholarship processes annually: three renewal processes for *current scholars* (Fall, Spring, Summer), one for *new scholars*, and one for *JFF scholarship agencies*. This includes updating and reviewing online application forms, collecting supporting application materials such as transcripts and letters of reference, coordinating committee meetings, addressing program policy issues that arise, and all administrative tasks related to the program. The Scholarship Program Manager also provides periodic written and verbal updates to the JFF Board of Directors and Governing Members.

JFF Scholarship Program Manager Tasks:

Program Management - 90%

- Create timeline/calendar for all JFF Scholarship yearly activities, taking into consideration semester start/end times, committee availability, other foundation activities, etc.
- Update and maintain all program materials/applications utilizing Foundant Technologies, an online grants management system (<https://www.foundant.com/>).
- Coordinate/facilitate 5-7 Scholarship Committee meetings/year; provide ongoing updates to Committee Chair/Committee as needed.
- Create and finalize award letters for 10-15 scholars and two scholarship agencies.

For new JFF scholars:

- Manage application, selection, and notification process for 5-12 new scholars every year who are nominated by one of 20 non-profit agencies nationwide.
- Hold virtual welcome event for new scholars involving JFF Scholarship Committee and other JFF Governing Members.
- Manage initial check-ins and release of funds for new scholars.

Renewal Processes and Ongoing Management:

- Manage online renewal process for three semesters (fall, spring, summer) including ensuring timely receipt of all materials from scholar, agency liaison and college/university (transcripts).
- Troubleshoot scholar/agency issues that come up, involve Scholarship Chair/Committee and JFF President when needed.
- Periodically check in with each scholar/liaison at least annually and write up notes.
- Maintain up to date records for all scholars.
- Keep track of/communicate with program alumnae (currently 19 alumnae).
- Create and share regular updates on Scholarship program with JFF Board and Governing Members.
- Monitor developments and seek out opportunities for continued learning in Scholarship/Financial assistance field; share knowledge with Scholarship Committee/Governing Members.

Relationship with Other Scholarship Agencies:

- Manage JFF's funding of and relationship with two other scholarship programs: Generation Hope, a DC based scholarship program for teen parents (<http://supportgenerationhope.org/>) and the Jeanette Rankin Foundation, a Georgia-based scholarship program for women over age 35 (<https://rankinfoundation.org>).
- Manage funding application process for these organizations, conduct and write up annual conversation with organization leadership.

Program Planning and Strategy- 10%

- Coordinate with JFF President regarding annual budget, projected numbers of future scholars, and funding for other scholarship programs.
- Strategically gather feedback from current participants, alumni, and agencies for the purpose of program improvement.
- Draft/continually review and update strategy for JFF Scholarship Program development.
- Maintain and update Scholarship Program policies document.
- Participate in strategy discussions regarding program development and potential expansion.

Skills/Experience Needed:

Detail-oriented person with at least 5 years of program management/administrative experience, ideally in settings dealing with scholarship programs.

Ability to work with and provide timely/ongoing communication with multiple groups and people (JFF President, Scholarship Committee, JFF Board and Governing Members, Non-profit Agency Liaisons, JFF Scholars, JFF Alumnae). Able to identify problems early and address them.

Excellent program management and planning skills re: scheduling, meeting facilitation, providing meeting materials, and providing quality control review of applications.

Excellent time management skills.

Knowledge of Foundant technology platform a plus – but otherwise experience with managing information in database.

Excellent written and verbal skills.

BIPOC candidates encouraged to apply.

Estimated Average Number of Hours: 40 Hours/Month

NOTE: *The number of hours varies over the year depending on the scholarship cycle.*

Location: Work from home from any location.

Start Date: Fall/Early Winter 2022

Who we are:

The Judy Family Foundation is an Illinois-based foundation with administrative offices in Chapel Hill, NC. JFF funds non-profit organizations primarily in cities where family members live (Chicago, IL; Annapolis/Baltimore/Washington DC; New York City; and Missoula, MT). The foundation is particularly interested in programs that serve formerly incarcerated people and single mothers and their children, as well as organizations that provide access to arts for underserved populations.

For additional information & to apply:

Carol Cronin

JFF Scholarship Committee Chair, Judy Family Foundation

jffcandidates@gmail.com