About The Columbus Foundation: One of the top 10 largest community foundations in the country, The Columbus Foundation works to strengthen and improve our community through the most effective philanthropy possible. Now in its 80th year, The Columbus Foundation has been a partner and advisor to our donors and nonprofit community in order to improve our region’s collective wellbeing.

Position: Scholarships Assistant

Department description: The Donor Services team is responsible for working with individuals, families, and businesses to assist them in achieving their charitable goals. The Scholarships Program specifically assists individuals, families and businesses in providing grants that enable students to pursue their educational dreams in a variety of ways.

Position description: The Scholarships Assistant provides support to the scholarships team through assistance with scheduling, online applications, data entry, and mailing/communication support.

Position responsibilities:

- Work with the Associate Director for Scholarships and Scholarships Coordinator on all functions related to scholarships
  - Schedule selection committee meetings, including balancing the Associate Director’s and committee members’ calendars, use of Doodle Poll and Dropbox, and significant email communication, and data management for 60-80 meetings, primarily in the second quarter each year.
  - Create and maintain individual online applications, and support those applications through student question support, troubleshooting, online review creation, reviewer assignment, and support of other aspects of the program. Work with the scholarships team on other online and paper applications.
  - Enter scholarship recipients into the Foundation’s database and create scholarship grants in the database; and print, scan, and mail award letters.
  - Work with Communications Team and Scholarships Team with planning and executing the annual scholarships event.
  - Collaborate with the scholarships team in the tracking of scholarship progress with internal spreadsheets and database for more than 300 scholarships.
  - Support the promotion of scholarships by researching contacts; mailing and emailing scholarship-specific groups; and mailing annual fund
availability letters, award letters, and various other mailings throughout the year.
  o Scan and save thank you notes; forward to fund contacts as appropriate.
  o Support the Foundation and Scholarships team through the database transition, including testing data transition and working through creative changes and updates to processes.
  o Other duties that support the scholarships program.

- Maintain the scholarships@columbusfoundation.org email box, responding promptly to students and assisting them with their applications and other questions.
- Support Donor Services and Foundation staff on foundation-wide initiatives e.g., The Big Give, Giving Tuesday, and The Big Table.
- Provide excellent customer service in all interactions with students, committees, donors, and others.
- Continually review work processes for better efficiency and effectiveness, and learn and balance new and old technology.
- Other projects as needed.

Skills and experience:

- High level of confidence with many forms of technology and computer programs, and interest in learning additional programs.
- Ability to transition quickly between tasks and juggle a variety of tasks.
- Attention to detail as demonstrated by resume, cover letter, and recommendations.
- The ideal candidate is task-oriented, organized, empathetic, nimble, patient, and thoughtful in work and interpersonal interactions.

Salary range: $45,000 - $58,000

Apply on Indeed: Scholarships Assistant

The mission of The Columbus Foundation is to assist donors and others in strengthening and improving our community for the benefit of all its residents.

The Columbus Foundation is an equal opportunity employer.