

SOUTHERN SCHOLARSHIP FOUNDATION, INC.

Position Description

Director of Student Affairs, North Florida

Southern Scholarship Foundation: Through rent-free housing and cooperative living, Southern Scholarship Foundation (SSF) supports students who lack financial resources, demonstrate excellent academic merit, and exemplify good character attend institutions of higher education. North Florida includes 280 residents who study at FAMU, FSU, TCC, and Flagler College Tallahassee residing in 16 scholarship houses.

POSITION SUMMARY: Major duties include counseling and advising college students, overseeing the recruitment process, screening and selecting applicants, conducting orientations, supervision and development of House Managers, and enforcing the student conduct policies of the Southern Scholarship Foundation. Reports directly to the President/CEO.

POSITION QUALIFICATIONS: Master's degree and two years of experience or a Bachelor's degree and four years of experience. Experience in counseling and/or student affairs may be substituted for education. Excellent oral and written communication skills. Program development, monitoring, and evaluation experience required. Well versed in MS Office, social media, and database functions. Exceptional organizational skills required. Spanish and/or Haitian Creole language skills a plus.

RESPONSIBILITIES include but are not limited to the following:

Student Counseling / Advising:

1. Maintain and enforce policies, rules and regulations for the students as adopted by the Board of Directors and Executive Committee.
2. Meet with the House Managers of the North Florida houses to monitor concerns and to see that the houses operate efficiently and effectively.
3. Oversee the enforcement of the Resident Handbook and Code of Conduct.
4. Advise students and serve as a resource to services available on respective campuses and through the Foundation; work with students on academic or conduct probation as needed.
5. Coordinate and attend student activities within the SSF community to help the students feel a part of that community, including working with the Resident Advisory Council and Ambassadors.
6. Email weekly updates, activities, and due dates.
7. Schedule and lead monthly meetings of all house managers, in addition to routine one-on-one meetings.

Student Management:

1. Coordinate and lead orientation for Foundation students each semester.
2. Determine eligibility of returning students by (1) compiling grade lists each semester, contacting those going on or off probation; (2) reviewing financial need forms, contacting those no longer in need; and (3) distributing, collecting and reviewing resident evaluations each semester.
3. Oversee the processing of scholarship applications from receipt through notification.
4. Interview and select the house managers.
5. Interview and select the ambassadors.
6. Conduct training for all house managers and house officers prior to each semester.
7. Provide incoming students with all required acceptance and move-in information.
8. Assist Director of Development with student activities supporting fundraising initiatives, such as the Education 4 Life 5K, house champions, and sponsor letters.
9. Arrange for the presentation of scholarship certificates to new recipients, including coordination of any sponsor or high school scholarship events.

10. Maintain relationships with the pertinent university departments, i.e. housing, financial aid, registrar, admissions, etc.
11. Recruit and supervise 2-3 work study students for the Student Affairs Department each semester.
12. Be on-call throughout the night for emergency situations.
13. Weekend and evening availability is required (approx. 2-4 times per month).

Foundation Administration:

1. Work in tandem with the Director of Student Affairs – Central Florida.
2. Oversee the maintenance of current records of individual scholarship students and each scholarship house's academic standing including regular updates of the records on the database.
3. Oversee the maintenance of the Alumni records database.
4. Provide special interest stories for newsletters, funding proposals, etc.
5. Communicate with House Treasurers regarding deadlines, utilities, budgets and house reports.
6. Process scholarship withdrawals and terminations; assist the Staff Accountant with refunds of student deposits.
7. Continuously communicate with the Foundation students to keep abreast of student concerns and problems and work with the President in responding to the needs of the students.
8. Assist the President in preparing reports for Board of Directors and Executive Committee meetings.
9. Coordinate and conduct meetings of the Student Affairs Committee.
10. Communicate effectively with the Director of Maintenance and staff regarding maintenance needs, including immediate and projected housing demand.
11. Assist with the Foundation's budget process for Student Affairs.
12. Supervise other staff, as assigned by the President.
13. Other duties as assigned.

Recruitment:

1. Serve as the contact person for prospective students, high schools, community/state colleges and universities with regard to the application process.
2. Work with SSF staff and students to promote SSF.
3. Assist prospective students and parents with the application process, scholarship house tours and general university information.
4. Coordinate the printing and distribution of scholarship applications including mailings to all Florida high schools and community colleges.

EVALUATION: The Director of Student Affairs' performance will be evaluated at least once a year based upon the above expectations and additional specific goals as identified by the President of the Foundation.

LOCATION: Tallahassee, Florida

COMPENSATION: Full-time, non-exempt employee. Salary range \$45,000-\$55,000 with full benefits (medical, dental, paid leave, holidays, etc.)

APPLICATION INSTRUCTIONS: To apply, please email a cover letter and resume to jobs@southern scholarship.org or submit through Indeed.com before 11:59pm Eastern on Sunday, February 3, 2019. Applications without both documents will be automatically disqualified. Only applicants selected for interviews will be contacted.

EOE/ADA

**Southern Scholarship Foundation
Development Officer Job Description**

Southern Scholarship Foundation: Through rent-free housing and cooperative living, Southern Scholarship Foundation (SSF) supports students who lack financial resources, demonstrate excellent academic merit, and exemplify good character attend institutions of higher education.

Position Summary: The Development Officer is a full-time, exempt position. Reporting to the Director of Development, s/he will coordinate the development and public affairs activities in Central Florida (Gainesville and Fort Myers) for Southern Scholarship Foundation. S/he will assist in building new, and maintaining existing, relationships with foundations, businesses and donors of SSF in the Central Florida region. S/he will be responsible for SSF's strategies and tactics for annual fundraising responsibilities which include event planning and cultivation of donors through alumni, businesses, civic clubs and more. This position will be located in Gainesville, FL.

Responsibilities:

- Assist with grant management as needed
- Plan and organize Foundation fundraising events in partnership with the Director of Development. Events may include Alumni Receptions, Board Events or other fundraisers.
- Represent SSF at civic club meetings, donor events and other public relations events
- Assist in the creation of and coordinate an annual fundraising program for SSF in Central Florida including new donor development, with an emphasis on SSF alumni, renewals and stewardship
- Engage Board members in Development Activities
- Identify, cultivate, manage, solicit and steward individual major gift prospects
- Build and nurture long-term relationships with individual, corporate and foundation donors and civic clubs
- Schedule meetings for President and/or Director of Development with key donor prospects
- Assist with general office support and student affairs activities as needed
- Other duties as assigned

Position Skills and Qualifications:

- Bachelor's degree and preferred 2 years of fundraising or sales experience; or equivalent combination of education and experience
- Excellent organizational, planning, communication and computer skills required, familiarity with eTapestry a plus
- Demonstrated initiative and commitment to achievement and exceeding goals
- Strong interpersonal skills
- Must be a team player with a strong work ethic and must lead by example with high regard to professionalism and integrity
- Excellent verbal and written communication skills
- Flexible self-starter and team player
- Innovative
- Creative problem solver
- Ability to work independently with limited direct supervision
- Ability to work remotely as needed
- Ability to travel as needed

Location: Gainesville, Florida

Evaluation: Job performance will be evaluated based upon above expectations and additional specific fundraising goals as identified by the President and Director of Development.

Salary Range: Full-time, exempt employee. Salary range \$39,000-45,000 with potential bonus for performance and full benefits (medical, dental, paid leave, holidays, etc.)

Application Instructions: To apply, please email a cover letter and resume to jobs@southern scholarship.org or submit through Indeed.com before 11:59pm Eastern on Sunday, January 27, 2019. Applications without both documents will be automatically disqualified. Only applicants selected for interviews will be contacted.

EOE/ADA