

Western Indiana Community Foundation



POSITION TITLE: Scholarship Program Officer

REPORTS TO: Director of Community Engagement

FLSA Status: Exempt

Supervisory Responsibilities: None

To Apply: Email cover letter and resume to info@wicf-inc.org by June 30, 2026.

Join Western Indiana Community Foundation (WICF), an affiliate network of community foundations working together to lead change, improve lives, and lift communities through effective philanthropy. As a nonprofit organization we are the leading grantmaking organization in our service area. WICF connects people who care with causes that matter through grantmaking, scholarships, community leadership and special project initiatives. The WICF service area represents Fountain and Vermillion counties.

POSITION SUMMARY: The Scholarship Program Officer manages WICF's scholarship program, which provides academic scholarships that encourage the pursuit of education and improve access to and completion of post-secondary education and opportunities for personal and professional development that increase the likelihood of school and career success.

JOB PROFILE

The Scholarship Program Officer is responsible for administering the portfolio of more than 100 scholarship funds with the potential to distribute over \$400,000 in scholarships on an annual basis, in addition to the Lilly Endowment Community Scholarship Program. The Program Officer continuously evaluates the program for intended impact, identifying opportunities for improvement while enhancing the donor and recipient experience. Integral to the job is mastery of the Foundation's industry-specific relational database and online scholarship management platform (Foundant); acting as the Foundation's resident expert on best practices in the field; and serving all constituents with excellence to maximize distribution of funds and assurance that we act as good stewards on behalf of our donors and the community. The Program Officer convenes an advisory committee of volunteers that supports the scholarship program by adhering to the intent of each donor and assisting in the selection of all recipients.

Responsibilities include:

Scholarship Award Process

- Work with the Director of Community Engagement, and the advisory committee to select awardees and distribute scholarships for over 100 scholarship funds, as well as the Lilly Endowment Community Scholarship.
- Stay current with trends, best practices, and other regulations related to scholarship grantmaking to ensure compliance, efficient operations, and maximum impact.
- Develop and implement a measurable outreach strategy to target potential applicants aligned with the various scholarship fund eligibility requirements.
- Review, update and streamline the searchable scholarship database and the online scholarship application to ensure maximum distribution and reduce barriers for applicants.
- Manage the application process and provide technical support to students, parents, and others engaging with the online scholarship application.
- Coordinate and convene the Foundation's internal and external selection committees; train all members on their responsibilities; and manage their roles in the process.
- Process and document scholarship awards and payments in a timely and accurate manner.

Process Management and Improvement

- Research and communicate new tools and methods for maximizing impact of scholarship awards and programs.
- Recommend and implement improvements to scholarship processes and procedures that ensure clear and consistent information for schools, students, and their support networks.
- Utilize continuous improvement techniques to ensure appropriate due diligence and documentation, administrative efficiency, and well-documented community impact.
- Maintain the technological platform supporting the scholarship program to ensure accurate and useful information management and reporting for decision-making.

Internal and External Engagement

- Build and maintain relationships with donors, scholarship recipients, educational institutions, and agencies that serve potential applicants. Offer informational sessions for prospective applicants and others who would benefit from learning about the scholarship program.
- Act as a resource for all stakeholders by creating, enhancing, and distributing collateral, holding informational sessions, and acting as a point of service on behalf of the Foundation.
- Provide educational opportunities to keep donors apprised of best practices and current needs. Work with the WICF team to provide advice to donors and perspective donors interested in scholarship funds.
- Partner with the Foundation's Director of Marketing to create and implement a marketing plan and relevant materials for distribution to various social media channels and informational events relating to the scholarship program.

- Interact with other members of the team to strategize on the overall impact of our department and opportunities for collaboration.

Other duties as assigned by management:

- Provide hands on support for events as needed.
- Administrative support as needed.
- Given the dynamic nature of the Community Foundation's work, the job will inevitably grow and change over time. The Scholarship Program Officer's recommendations for these changes, and participation in their implementation, will be a crucial element in advancing the Foundation's ability to carry out its mission.

DESIRED SKILLS AND CHARACTERISTICS

Outstanding oral and written communication skills; strong interpersonal skills and planning and analytical ability; experience with program development, program management, strategic implementation and meeting facilitation; and demonstrable technical skills, willingness and aptitude to engage with new software. Able to handle multiple tasks simultaneously with strong attention to detail, keen desire for excellence and accuracy. Flexible and adaptive; comfortable working with people, team player; self-starter and self-reliant but able to consult with others. Integrity and discretion are essential as is direct experience and passion for customer service; Has passion and vision about creating a strong community and shares the values of the Community Foundation. Preference for candidates with direct experience in scholarship and/or grants administration.

MINIMUM EXPERIENCE

At least five (5) years of experience in scholarship program administration, or related field is preferred. Examples include college admissions, high school counseling, donor relations, and/or community outreach and engagement. A bachelor's degree with relevant experience is preferred. Travel for the position is primarily local. May be asked to attend occasional board meeting in Fountain or Vermillion County. Must have reliable transportation and driver's license in good standing.

COMPENSATION

Competitive, based on recent compensation survey, with standard Community Foundation benefits, which include paid time off for vacations and sickness and a monthly employee stipend. Approximate starting range: \$40,000 – \$50,000

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Western Indiana Community Foundation is an Equal Opportunity Employer.