

Interim Program and Development Specialist Job Description

POSITION SUMMARY:

Temporary full-time opportunity for 3-5 months for a Program and Development Specialist from a non-profit and/or higher education setting with at least 1-3 years' experience. This position reports to the Executive Director of the Ventura College Foundation and supports the Scholarship and Grants Board Committee. The ideal candidate will be a detail oriented, collaborative, curious, energetic individual with experience working with databases, financial reports, and non-profit donors who has excellent oral and written communication skills with a passion for education.

The Interim Program and Development Specialist is directly responsible for delivering the Foundation's mission: support of the students and programs of Ventura College. This employee utilizes skills and available resources to design, market, assess effectiveness of, and enhance access to and facilitate the impact of signature programs tied to restricted donor funding. Employee must have impeccable time management skills, communication skills, attention to detail, and a commitment to customer service and ethical business practices.

RESPONSIBILITIES:

- Directly responsible for delivery of the Foundation's signature programs. Responsibilities include but are not limited to:
 - Processing scholarship disbursements (payments) to recipients and managing deferrals, forfeits, and appeals.
 - Marketing of programs via classroom visits, scholarship application workshops, on-campus event participation, Student Ambassador Group, and more.
 - Efficient and effective use of Scholarship Manager software to build program applications, facilitate the application review process and awarding process, create reports for award reconciliation, and collect/store student data.
 - Strengthening and maintaining relationships with key partners on campus including the Office of Financial Aid, Admissions and Records, Extended Opportunity Programs and Services, VC Outreach, First Year Experience, and Student Government; all of which provide critical support to the Foundation in serving the students of VC.
 - Clear communication with program applicants from start (application) to finish (receipt of benefit).
 - Ensuring program beneficiaries adhere to all program requirements/stipulations.
- Immediate response and execution of emergency funding program for students and employees of Ventura College.
- Staffing and management of the Scholarship and Grants Committee.
- Recruitment, training, and oversight of the Foundation's Scholarship Review Committee.
- Management of Student Ambassador Group magnifying outreach to students.
- Work within scholarship and program budgets, and support Director of Major and Planned Giving, Finance Director, Development Manager, and Executive Director in budget development.

- Attention to changing laws/regulations that affect current programs and processes. Lead efforts to define alternative scenarios and create adjusted financial projections for affected programs in response. Work to prepare board for possible action.
- Reports on key data findings.
- Support development and finance teams to manage and report on scholarship and program fund financials.
- Collaborate with VC Financial Aid Office to facilitate scholarship and grants programs.
- Ensure programs meet all Federal, State and District regulations, complies with FERPA and assists in closing equity gaps.

QUALIFICATIONS:

- Bachelor degree preferred, otherwise associate degree required.
- 1-3 years' work experience required.
- Nonprofit experience preferred.
- Experience working in a higher education environment preferred.
- Demonstrated commitment to practices that promote and enable greater equity, diversity and inclusion.
- Microsoft Office Suite proficiency (Outlook, Word, Excel, PowerPoint)
- Experience with databases required. Raiser's Edge and NextGen Scholarship Manager utilized by VCF.
- Excellent oral and written communication skills.
- High level of timely attention to detail and organization.
- Commitment and ability to adhere to confidentiality.
- Ability to work as a collaborative team member of a high-functioning nonprofit organization.

WORKING CONDITIONS

- ENVIRONMENT:
College Office environment
Constant interruptions
COVID vaccine mandate in place
Mask protocols in place
- PHYSICAL ABILITIES:
Dexterity of hands and fingers to take notes and to operate a computer keyboard and other office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and review documents
Reaching to retrieve and file records

COMPENSATION

- \$27 per hour
- Full-time, 40 hours per week, 3-5 months

TO APPLY

Send resume and cover letter to Anne Paul King, Executive Director, aking@vcccd.edu