



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Scholarship Manager</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	Development	W/C Classification	8868 – Administration/Faculty
Reports To:	Senior Director of Development	Compensation	\$35.00 - \$40.00/hour

SUMMARY

Advance the mission and vision of TMUS by overseeing the Development Department's donor scholarship processes and serving as the primary liaison between Development, Financial Aid, Accounting, students, and donors. The role ensures scholarships are awarded efficiently, accurately, and in accordance with donor intent while creating a meaningful experience for both scholarship recipients and donors.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate all donor scholarship activity between Development, Financial Aid, and Accounting.
- Maintain accurate records of scholarship funds, criteria, recipients, award amounts, and outside recommendations or nominations.
- Support the Scholarship Committee by organizing recipient information and streamlining the review and awarding process.
- Work with Financial Aid and Accounting to ensure scholarship awards are properly coordinated with student aid packages and available scholarship funds.
- Monitor scholarship utilization and identify available or underutilized funds.
- Coordinate donor stewardship efforts, including student thank-you letters, biographies, testimonials, impact reports, and other recipient updates.
- Partner with Development Marketing to create scholarship communications that engage students and demonstrate donor impact.
- Develop and manage an annual calendar of scholarship communications, deadlines, stewardship activities, and donor/student events.
- Provide Development leadership and gift officers with scholarship information and reporting to support donor relationships and future fundraising efforts.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.

- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Excellent attention to detail and ability to manage confidential information.
- Ability to collaborate effectively across multiple departments.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience, Master's degree preferred.
- At least three years' experience in Development, higher education, Financial Aid, scholarship administration, or donor relations preferred.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of, or combination of, race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.