



Scholarships, Inc.
NEW Scholars Program Director
Position Description

Scholarships, Inc.

Scholarships, Inc. is a highly respected non-profit organization in Green Bay with an impactful legacy of providing financial assistance and encouragement to local middle and high school students as they explore higher education opportunities. The work done each day has one focus: *Encourage and invest in area students to succeed in higher education.*

Since our founding in 1962, the organization has supported over 8,600 local students with financial need-based scholarships valued at over \$11 million. In 2014, the organization dedicated additional time and resources toward the goal of “encouraging” area youth to pursue post-secondary education. As a result, the NEW Scholars program emerged as our college readiness program.

The NEW Scholars Program

The purpose of the NEW Scholars program is to support under-represented students in becoming college success and scholarship ready. The primary outcome is to increase the number of modest income and first-generation students to pursue and complete a post-secondary degree. NEW Scholars sets itself apart from other college readiness programs by offering an incentive-based scholarship, active parent support, and a more than seven-year commitment to the student and their family.

The NEW Scholars program is a total engagement curriculum that supports students and works alongside parents. We coach these young people starting in 6th grade until they reach college. We work alongside their parents so they become comfortable with sending their child off to college. The most outstanding aspect of this program – our NEW Scholars will earn scholarship dollars throughout their participation, which will get them started at a community, technical, or four-year college or university.

These underrepresented children from families whose parents may not have finished high school, let alone graduated from college, are students who want to be excellent readers and writers and who have the utmost respect for the differences among us.

Program Director Attributes

Scholarships, Inc. seeks a confident professional with a passion for helping youth through education to join our highly motivated team.

The successful candidate will encompass all of the following:

Team Mentality – Value the team you work with every day and regard the community around you as a key member of your team.

Embrace Diversity – Leverage and embrace the cultural and individual diversity of the students and publics the organization serves in order to achieve our ultimate outcome.

Leadership – Guide and inspire to effect change and achieve outcomes.

Flexibility – Adjust to changing conditions of the organization and publics we serve.

Perseverance – See beyond the day-to-day challenges by viewing them as opportunities.

Strategic Direction – Provide strategic direction to the overall program.

Position Overview

The NEW Scholars Director will ensure seamless program implementation and evaluation to achieve measurable outcomes. The position works with and reports directly to the Executive Director. Further, this individual will:

- Recruit, hire, support, and supervise staff in their work with students and parents;
- Recruit each year's new cohort of students;
- Evaluate the existing program and curriculum and make recommended changes to the Executive Director;
- Help develop and collaborate regularly with the NEW Scholars committee, a group of knowledgeable individuals from the community who can provide insight, guidance, and recommendations.

Qualifications

- Bachelor's degree in a related field required; Master's degree preferred
- A minimum of 5 years of related professional experience
- Minimum of 2 years program management experience
- Strong oral & written skills in English; Spanish language proficiency preferred
- Keen awareness and responsiveness to cross-cultural differences and needs
- Ability to lead and inspire others to achieve
- Excellent analytical and critical thinking abilities
- Strong planning and organizational skills
- Demonstrated flexibility in approach to work
- Creative and resourceful
- Proficient with technology (Microsoft Office Suite, Adobe PDF, office equipment, etc.)

Key Responsibilities

- Collaborate with the Executive Director in developing and evaluating strategic direction.
- Develop, execute, and evaluate annual recruitment plan for 6th grade cohorts.
- Ensure timely and positive communication with the Green Bay Public School District for recruitment purposes, and to enhance the quality of the program.
- Recommend curriculum/program changes to ensure strategic goals are met.
- Develop and oversee curriculum and lesson plan development focusing on reading, writing, and character development.
- Supervise and evaluate staff to ensure curriculum is appropriately utilized, lesson plans properly developed and program outcomes are achieved.
- Plan and execute student and parent orientation sessions and summer academy.
- Develop and manage the NEW Scholars budget and create reports as needed.
- Meet program timelines, appropriately delegate responsibilities, and use measurable data in decision-making.
- Manage and approve point system toward scholarship attainment.
- Assess progress of program participants regularly using assessment tools specified in the curriculum plan.
- Communicate effectively to ensure parents are supported beyond those requirements specified in the curriculum plan.
- Conduct performance evaluations for staff and self.
- Ensure program activities operate consistently, effectively, and ethically within the organization's mission and values.
- Ensure strong communication with students, parents, school personnel, and constituents.

Compensation

Competitive and commensurate with experience. An attractive benefit plan is also provided.

To Apply

Submit resume, cover letter, and references to Brent Roubal, Executive Director, at broubal@scholarshipsinc.org. Applications accepted until **May 24, 2019**.



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scholarshipsinc.org

