

Position Description

Project: TheDream.US

Position Title: Scholarships Program Manager

Location: Flexible, Remote (must have an office set up)

Reports to: Director of Scholarship Programs

Hours per week (average): 40

Overtime Status: Exempt, full-time

Salary Range: \$70,000 - \$80,000 (Depending on experience and expertise)

Application Deadline: May 1, 2024

Send resume and cover letter to: careers@thedream.us

Project Summary

TheDream.US is the nation's largest college and career access and success program for undocumented students. TheDream.US' work is anchored in the belief that all children living in this country—regardless of where they were born—should have equitable access to a college education and career. We have awarded over 10,000 scholarships to undocumented students to attend over 80 Partner Colleges committed to their college and career success. To date, TheDream.US has raised over \$350 million in pledges and contributions and has an annual budget nearing \$45 million.

TheDream.US is a project of the New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. NVF's work environment is safe and open to all regardless of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and state in which you are working.

Position Summary

The Scholarships Program Manager will work closely with the Director of Scholarship Programs to (1) support the management of TheDream.US scholarship programs, with a focus on scholarship application, payment, and renewal processes; (2) manage scholarship inquiries from TheDream.US scholarship recipients and Partner Colleges; and (3) liaise with the Risk Data & Reporting Manager to ensure timely communication of changes to scholarship program data and monitor scholarship program data. The Program Manager, Scholarship Programs will be instrumental to the effective implementation of TheDream.US scholarship program and ensuring thousands of TheDream.US Scholars and Partner College staff receive the timely supports needed throughout the life cycle of the scholarship program.

Responsibilities and Tasks

- **Scholarship Program Management**
 - Work closely with the Director of Scholarship Programs and third-party provider to support processes key to the life cycle of the scholarship program, including but not limited to:
 - Applications: Monitor application data to ensure the program is reaching its annual strategic goals for awarding scholarships; support award selection and acceptance processes through ensuring data accuracy and quality assurance of application data.
 - Enrollment Verification Report and payments: Support the execution of award calculations and ensuring timely processing of funds in partnership with third-party provider.
 - Renewals: Monitor renewal submissions and support efforts to ensure data accuracy and quality assurance of renewal data.
 - Oversee the intake process of Scholar exceptions data submitted through TheDream.US Request Form, make decisions when appropriate, and work with the Director of Scholarship Programs on exceptional cases.
 - Support the annual review of program guidelines and the application, selection, and renewal processes to align with evolving strategic goals of the scholarship program.

- **Providing organization-wide support on Scholarship Programs**
 - Manage the process of streamlining inquiries from thousands of TheDream.US Scholars and Partner College staff regarding scholarship programs and payments.
 - Support additional scholarship programming that meets the evolving needs of Scholars.
 - Liaise with Sr. Communications Manager to ensure timely messaging to Scholars and prospective Scholars around applications, renewals, and scholarship guidelines.

- **Data Management**
 - Work with the Risk Data & Reporting Manager to coordinate timely updates of changes in Scholar data.
 - Support the assessment of applicant, awardee, and Scholar data to identify needed improvements in scholarship programs for applications and renewals.

Valued and Non-Essential Education, Experience, Knowledge, Skills, and Ability

Qualifications

- ◆ 5+ years of operations and/or scholarship program management experience
- ◆ Bachelor's degree in social services, higher education, or business management (or equivalent work experience)
- ◆ Experience in and a deep commitment to serving immigrant youth
- ◆ Bilingual candidates with fluent verbal and written communication skills in English and Spanish preferred
- ◆ Experience in relationship management across various stakeholders
- ◆ Significant experience in using Microsoft Excel, including functions, pivot tables, lookup functions, creating macros, etc.

- ◆ Excellent communication skills to engage and provide clarity to team members and various stakeholders
- ◆ Strong analytical and writing skills and attention to detail
- ◆ Success working in a fast-paced environment under deadline, with demonstrated ability to juggle multiple and competing demands, establish priorities, remain flexible and work both independently and collaboratively as part of a team
- ◆ High standards of personal integrity
- ◆ Ability to travel up to 10% domestically

Hiring Statement

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E-Verify

NVF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees with the [right to work](#) may not be discriminated against on the basis of national origin or citizenship status.

Benefits:

Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.