



Development and Scholarship Coordinator Position Description

The Development and Scholarship Coordinator supports the work of Ashland Community Health Foundation (ACHF) in the following ways:

- Embraces the vision, mission and values of ACHF
- Generates and grants resources to support community health and wellness initiatives
- Engages with individuals, businesses, advisors, and other community organizations to promote the work of ACHF

Requirements:

Two years of nonprofit experience is required. Bachelor's degree, development experience, and constituent relationship management (CRM) proficiency are preferred. Experience with financial aid and scholarship management is desirable. This is a full-time, non-exempt position.

Reporting:

The Development and Scholarship Coordinator reports to the Executive Director.

Responsibilities:

Coordinate the scholarship program by designing and implementing application processes. Manage the Foundant Scholarship Database. Develop relationships with educational institutions and stay up to date on local health care education degrees and certifications. Develop promotional materials. Help students navigate the application site, prepare materials for review, and process letters and checks. Prepare stewardship materials for scholarship donors.

Serve as the staff partner to the Evans Nurse Scholarship Selection Committee.

Provide fundraising support to help increase charitable gifts. In partnership with foundation staff, coordinate the implementation of fundraising activities and campaigns and develop strategies to inspire giving. Prepare customized donor materials. Coordinate recognition activities and events. Assist in grant-writing efforts.

Engage current and prospective donors through donor-centered activities. Participate in the identification of current and prospective donors for personalized cultivation and solicitation activities. Provide support to staff and board members to ensure that donor engagement activities are coordinated and successful. Document and track progress of relationship management efforts.

Enter gifts into the donor database and generate gift acknowledgement letters.



Provide logistical support for all ACHF events and programs. Participate in the coordination of guest registration and check-in, program, venue, caterer, photographer, entertainment, and technology needs,

Oversee support to the ACHF board and its committees. Schedule meetings and order meals when appropriate. Prepare and send meeting packets in advance and keep minutes of all meetings.

Oversee general administrative duties that ensure the smooth and efficient operation of ACHF. Process invoices and check requests, schedule meetings, order supplies and services, handle post office business, deposit checks, and monitor rent payments.

Represent ACHF at community events and through active participation in civic and nonprofit organizations.

Participate in the development of the bi-annual newsletter, grant award process, and the budget and audit process.

Serve as the point person for facilities management.

Complete other duties as assigned.