



THE COLUMBUS FOUNDATION

Scholarships Assistant

About The Columbus Foundation: One of the top 10 largest community foundations in the country, The Columbus Foundation works to strengthen and improve our community through the most effective philanthropy possible. For more than 80 years, The Columbus Foundation has been a partner and advisor to our donors and nonprofit community in order to improve our region's collective well-being.

Department description: The Donor Services and Development Department plays a vital role in serving the Foundation's donors and ensuring the efficient and effective distribution of grants. The Scholarships Program specifically assists individuals, families, and businesses in providing grants that enable students to pursue their educational dreams in a variety of ways.

Position description: The Scholarships Assistant supports the Scholarships Team by coordinating communications, managing data and documents, scheduling meetings, and assisting with scholarship application and award processes. This role is essential to maintaining the accuracy, timeliness, and effectiveness of the Foundation's scholarship operations.

Key Responsibilities:

1. Scholarship Communications

- Serve as the primary contact for scholarship availability communications.
- Research and update contact lists for targeted groups (e.g., nurses, regional scholarships, career & tech programs).
- Prepare and send annual scholarship availability letters, award letters, and other mailings.
- Manage bounced emails and maintain accurate contact records.

2. Committee Coordination

- Schedule 70–90 selection committee meetings annually, primarily in Q2.
- Coordinate calendars for staff and committee members.
- Arrange meeting logistics including room reservations, catering, and Zoom links.
- Assist with recruitment and maintain committee member spreadsheets and communications.

3. Website and Notification Management

- Update scholarship listings on the Foundation's website using Umbraco twice per year.
- Maintain over 150 notification forms and track incoming notifications via spreadsheets.

- Organize and manage the notification spreadsheet for scholarship recipients.

4. Application and Award Support

- Upload and update documents in Universal and individual applications.
- Provide backup support for application, selection, and award processes.
- Respond to applicant inquiries and assist with troubleshooting.
- Enter award data, send notifications, and manage denial communications in SLM.
- Scan and forward thank-you notes to fund contacts.

5. Payment and Institution Research

- Provide secondary support for scholarship payment requests.
- Conduct research on new educational institutions for payment processing.

6. Program Tracking and Collaboration

- Collaborate with the Scholarships Team to track progress for over 300 scholarships.
- Maintain internal spreadsheets and databases to ensure accurate records.

7. Foundation-Wide Support

- Participate in Foundation initiatives such as The Big Give, Giving Tuesday, and The Big Table.
- Deliver excellent customer service to students, donors, and committee members.
- Continuously evaluate and improve work processes and adapt to new technologies.
- Perform other duties as assigned.

Qualifications and Skills:

- Strong proficiency with technology and eagerness to learn new systems.
- Ability to manage multiple tasks and shift priorities quickly.
- Exceptional attention to detail and organizational skills.
- Empathetic, patient, and thoughtful in interpersonal interactions.
- Task-oriented and collaborative team player.

Salary range: \$45,000 - \$55,000

Apply [HERE](#) on Indeed.

The mission of The Columbus Foundation is to assist donors and others in strengthening and improving our community for the benefit of all its residents.

The Columbus Foundation is an equal opportunity employer.