



Scholarships Plus Program Director

The Public Education Foundation (PEF) partners with the community and the Clark County School District (CCSD) to meet immediate, critical education needs that will strengthen public schools.

PEF envisions a community united to ensure every public school student in Clark County can succeed and achieve their dreams.

PEF was created in 1991 by business and community leaders who were propelled by a belief that improving Las Vegas public schools was too big a task for a school district to undertake alone. For more than 30 years, PEF has maximized local resources to serve public school students, families, and educators most efficiently.

PEF is an independent 501(c)(3) nonprofit Nevada corporation and has a portfolio of programs and initiatives to support Las Vegas students, parents and educators including:

- Scholarships Plus provides \$6 million in college scholarships each year to help students pursue their dreams of attending college or vocational school.
- PEF Teacher Superstore provides school supplies to teachers to reduce their out-of-pocket expenses. These supplies are then shared with students who often can't afford them.
- Teacher Pathway recruits, supports, and retains diverse, qualified individuals committed to a teaching career in CCSD. This "grow your own" teacher training program helps current paraprofessionals become licensed teachers to address Clark County's chronic teacher shortage.

PEF is undergoing a transformation of its culture. Our organization is uniquely positioned to unite the community we serve on behalf of students at a time when there is a need for more stability and collaboration in the system. We hope to lead this work by example. A new leadership team is rapidly developing an open and engaging work environment that enables every team member the opportunity to work to their full potential. We have a small and collaborative team in which each member has the opportunity to significantly impact their work on behalf of children.

For more information on the Public Education Foundation, please visit our [website](#).

The Position

Public Education Foundation (PEF) is seeking an energetic, self-motivated applicant for the position of Scholarships Plus Program Director. A person successful in this role will manage the Foundation's scholarship program and distribution of scholarship funds. Primary responsibilities include the administration of web-based application platform, coordination with post-secondary financial aid representatives, promotion of scholarships throughout the community, and maintaining and promoting the relationships and stewardship of PEF donors and prospects.

The candidate must be highly organized with an attention to detail that demonstrates the ability to implement systems and follow-up processes, work effectively under pressure, use independent judgment and produce a quality work product within tight time constraints.

This position is directly responsible to the Senior Vice President of Academic Initiatives.

Essential Duties and Responsibilities

The list of Essential Duties is not exhaustive and may be supplemented.

- Manage the identification, cultivation and solicitation of donations in support of scholarships.
- Update and maintain PEF's web-based scholarship application program, including managing the appropriate, timely opening, closing and archiving of application periods.
- In conjunction with the PEF Marketing and Communications Department, ensure broad promotion of the scholarship application period throughout the greater community.
- Work directly with students applying for scholarships, including presentations at schools and community events.
- Coordinate the scholarship review and selection process.
- In conjunction with PEF's Volunteer and Event Coordinator, solicit volunteers to serve as scholarship application reviewers and manage the review process.
- Coordinate and disseminate accurate scholarship invoice and fund summaries to scholarship donors.
- Manage scholarship donor stewardship through correspondence and follow-up, including student appreciation.
- Execute all queries and reporting for review and analysis of district student data and other requested scholarship program statistical information.
- Ensure scholarships are available and fully disbursed in accordance with donors' intent.
- Work with PEF's accounting team to monitor and prepare scholarship projections and accurate expenditure reports of all scholarship funds.
- Assist in administration, awarding and recordkeeping of scholarship funds.
- Maintain accurate and complete scholarship donor records.
- Review existing scholarship policies and procedures and make recommendations for implementation strategies to bring uniformity to the overall scholarship program.
- Assists in the coordination of other special events of PEF, such as the annual gala and other events as planned.
- Provide oversight to other student academic programs managed by PEF.

Desired Qualifications

1. Strong interpersonal skills and proven ability to work effectively and collaboratively with diverse constituents including staff, students, community leaders and individual donors.
2. Experience in fundraising or scholarship management/administration.
3. Experience using database records or similar software programs.
4. Knowledge of cultivation, solicitation and stewardship strategies and techniques with donors.
5. Proficiency in Google Suite, Microsoft Excel and Microsoft Access.
6. Ability to prioritize and manage multiple projects or change priorities quickly.
7. Demonstrated ability to work with minimal supervision.
8. Ability to maintain community and professional affiliations to enhance growth and knowledge in higher education and philanthropy.
9. Ability to use varying styles, approaches, skills and techniques reflecting an understanding and acceptance of the role of culture in a diverse, multicultural workplace.
10. Willingness to work flexible hours, as necessary.
11. Bilingual and Bi-literate in English and Spanish.

Minimum Qualifications

Education and Training/Experience

1. An earned bachelor's degree from an accredited college or university in a relevant field or three (3) years of relevant experience.

Application

Persons interested in the position and who meet the minimum qualifications should submit a letter of interest and a resume via email to info@thepef.org.

The position is open until filled.

Please direct all inquiries to Human Resources at Public Education Foundation 702-799-1042.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.