



# Northern New York Community Foundation

The Northern New York Community Foundation is seeking a **Scholarship & Program Associate**

**REPORTS TO: Director of Scholarships & Programs**

## **Position Purpose**

The Northern New York Community Foundation is seeking a motivated individual to join our team and be instrumental in our mission to enhance the quality of life in Northern New York. The Scholarship and Program Associate will play an essential role in the responsible stewardship of the Foundation's scholarship program, which awards close to 750 scholarships and more than \$1.6 million annually. This person will serve as critical administrative support for the scholarship program, sustaining meaningful relationships with fundholders, local school district representatives, and other key education stakeholders in Jefferson, Lewis, and St. Lawrence counties. The successful candidate will also enhance and support program administration processes with effective collaboration and a positive spirit.

## **Position Summary**

- This role is primarily administrative and processed-focused, ensuring the Foundation's scholarship programs are managed efficiently and accurately
- Provide key administrative support of all scholarship program processes as an expert user of Foundation's Scholarship Lifecycle Manager (SLM) and Community Suite software systems
- Primary coverage and support of the Foundation's daily operations, inquiries, and requests
- Ideal candidate will be detail-oriented, adept in learning and applying relevant technology, and possess strong communication skills to create a meaningful scholarship program experience

## **Primary Responsibilities**

### **Scholarship Program Support:**

- Assist with organization of scholarship applications and processes utilizing the Scholarship Lifecycle Manager (SLM) system
- Coordinate and execute key materials and communication related to scholarship awards, including development and deployment of official letters, electronic correspondence, and other messaging
- Efficiently organize school-based scholarships with proper planning, communication, and collaboration with tri-county school districts. This includes sharing important details with outside fund committees and school representatives about available scholarship spending, decision-making deadlines, and timelines for award stewardship
- Provide support to Director of Scholarships & Programs on priority scholarship fund relationships, activities, and opportunities. This includes participation and contributions in donor meetings, scholarship award presentations, and related duties as assigned
- Collaborate with Foundation staff on timely processing of scholarship distributions during the year

- Help ensure accurate setup and finalization of new scholarship funds
- Guide planning for Foundation scholarship events and activities
- Effectively manage stewardship expectations and processes that align with the Foundation's mission and meet scholarship fundholder intentions
- Assist the Director of Scholarships & Programs with implementation and activities of the Foundation's Education Council with focus and consistency

### **General Foundation Support:**

- Fundamental office support responsibilities, including front-line phone coverage to support Foundation's daily operations, inquiries, and requests
- Assistance with assigned Foundation meetings, activities, and requests assigned
- Trained in accurate gift and grant entry using the Foundation's software system to provide backup support of the organization's primary stewardship tasks
- Support Philanthropy Center scheduling and service, including room readiness and building access for meetings, as assigned
- Respectfully facilitate questions and requests related to the Foundation's work
- Responsibly maintain required documents according to Foundation policies
- Demonstrate a professional approach to all visitors and stakeholders engaging with the Community Foundation to ensure positive overall experience
- Perform other duties as assigned by the Director of Scholarships & Programs

### **Necessary Attributes**

- Superior customer service skills with all constituents
- Exceptional verbal, written, and public-facing communication skills
- Impeccable attention to detail, accuracy and information integrity
- Clear ability to effectively organize and execute responsibilities
- Ability to effectively multi-task, organize, and prioritize work
- Positive, motivated, team-oriented, and solution-oriented presence
- Commitment to continuous learning and professional development
- Passion for and commitment to the position and the Community Foundation's work and mission

### **Work Experience and Education**

- Education: Associate degree minimum or equivalent work experience
- Recent college graduates with strong experience and/or internships are encouraged to apply
- Proficiency with Microsoft Office and the ability to quickly learn and master the Foundation's specific software systems
- Nonprofit experience a plus

### **Schedule & Location**

- Based at the Community Foundation's Watertown headquarters during regular business hours, with flexibility for occasional evening/weekend commitments as needed.
- Willingness to perform duties outside the office setting, including meetings, community gatherings, and public forums. Some travel will be involved.

### **Salary and Benefits**

- The salary for this position is \$45,000 to \$50,000 per year. Compensation is commensurate with salary standards and work experience.

## **About the Northern New York Community Foundation**

- Since 1929, the Northern New York Community Foundation has invested in improving and enriching the quality of life for all in communities across Jefferson, Lewis, and St. Lawrence counties. Through partnerships and the generosity of individuals, families, businesses, and organizations, the Community Foundation awards grants and scholarships from an endowment and collection of funds that benefit the region. Its commitment to donors helps individuals achieve their charitable objectives now and for generations to come by preserving and honoring legacies of community philanthropy while inspiring others.
- A 501(c)(3) organization, the Community Foundation is a resource for local charitable organizations, donors, professional advisors and nonprofit organizations through the generosity of individuals, families and organizations who entrust charitable assets to the Foundation's stewardship and care. Learn more at **nnycf.org**.

## **How to apply**

- Community foundations are designed to grow and evolve as their community's needs change. As the Northern New York Community Foundation continues to grow, we're looking for talented people who want to use their abilities to make a lasting difference. If that is you, then please send a cover letter explaining your interest in this position and what you would bring to the Foundation, as well as a résumé to include three professional references.

## **Application Deadline**

Interested candidates should submit their application materials no later than **Friday, May 22, 2026**.

Applications will be reviewed as they are received, and the organization may interview and fill the position before the official closing date if a suitable candidate is found. Therefore, early application is encouraged to ensure consideration.

**Please submit your completed application to Max DelSignore, Vice President, at [max@nnycf.org](mailto:max@nnycf.org). The position will remain open until filled. You may also mail your application to Northern New York Community Foundation, 131 Washington St., Watertown, New York 13601. *We thank all candidates for their interest; however, only those selected for an interview will be contacted.***

The Northern New York Community Foundation is an Equal Opportunity Employer.