

KANSAS CITY SCHOLARS POSITION DESCRIPTION

COLLEGE SAVINGS ACCOUNT/MATCH COORDINATOR

ABOUT KC SCHOLARS

Kansas City Scholars (KC Scholars; www.kcscholars.org) is a 501(c)(3) college scholarship, college planning and persistence support, and college success program designed to increase the college completion rate for low- and modest- income students and adult learners across the six-county, bi-state service region.

KC Scholars launched in September 2016 and, in less than three years, has experienced widespread community engagement and rapid scaling. We now have over 3,000 Scholars, with near 1,200 in college. KC Scholars is on the path to near 10,000 Scholars by 2022 and is projected to grow to near 20,000 by 2027.

The goals of KC Scholars are to:

- 1) Increase postsecondary educational attainment in the greater Kansas City area;
- 2) Increase economic independence for individuals in the program;
- 3) Connect Scholars to career preparation opportunities in the region and to the regional workforce pipeline so they are encouraged to live, work, and contribute here; and
- 4) Achieve a 75% degree or credit-bearing credential completion rate.

The program began as and remains a “community asset”. Program planning included participation by 70+ community stakeholders, lessons learned and best practices from regional and national scholarship programs, and empirical research about which supports increase likelihood of college enrollment and completion, particularly for populations historically underrepresented in higher education.

KC Scholars is governed by a community-based Board of Directors. The Ewing Marion Kauffman Foundation is the lead funder, with community funds also raised to increase the number of awards made annually.

In its first three years, KC Scholars has experienced rapid growth, achieved a high level of community engagement and exceeded goals for number of scholarships awarded and college enrollment and persistence rates. Early impact rates are significantly higher than for the region, state, and nation.

ABOUT THE POSITION

The College Savings Account/Match Coordinator is a team member in enacting processes/systems, communication, and college advising and persistence support related to our College Savings Account/Match program components from point of application through college completion within a five-year timeframe. The Coordinator is on the team that has responsibility for and shares accountability for achieving benchmarks set by KC Scholars regarding annual number of applicants and awardees and college enrollment, persistence, and completion rates:

- Seeding of 500 College Savings Accounts annually
- Account contributions of \$75,000 saved annually

- Participation by College Savings Account/Match Scholars in college planning advisement and activities
- 95% of College Savings Match Scholars enroll in college their freshman year
- 75% of those that started college completing a credit-bearing credential or associate or bachelor's degree

PRIMARY RESPONSIBILITIES

The College Savings Account/Match Scholars Coordinator will be a proven efficient, high-functioning professional with previous successful experience supporting students and systems to increase college access and completion.

Responsibilities include, but are not limited to:

- Serve as an active member of the Program (“Scholar-centric”) Team, contributing to strategic thinking and action and ensuring high-quality support for Scholars.
- Develop strategic thinking and acting directly related to College Savings Account/Match scholarship program components.
- Serve as an effective team member by supporting College Savings Account/Match Scholars, including: high-level communication, inquiry response, ongoing college planning and advisement support, administrative tracking, and verifying of meeting eligibility requirements – to drive progress toward KC Scholars’ achieving its benchmarks, outcomes, and goals related to college enrollment and persistence and completion.
- Help assess effectiveness of supports and processes related to College Savings Account/Match Scholars on a continuing basis and suggest calibration to 1) keep pace with program scaling, 2) prepare for future growth opportunities, and 3) ensure that supports provided can be linked to demonstrable results and the program goal of 75% college completion.
- Maintain and follow written policies and institutional documents that describe processes, specifically related to supporting and communicating with College Savings Account/Match Scholars.
- Assist with planning and delivery of all required College Savings Account/Match Scholars orientations and college planning education/workshops.
- In tandem with Program team members, work with College Advising Corps, K-State College Advising Corps, and Missouri College Advising Corps to ensure collaboration, address gaps or challenges, and ensure aligned and accurate communication to students.
- Assist with marketing and community outreach to prospective College Savings Account/Match and Traditional scholarship applicants, in coordination with the overall marketing and outreach strategic plan.
- Make recommendations about identified roadblocks or gaps that prevent College Savings Account/Match Scholars from persisting in and completing college and proposing action steps to be taken.
- In tandem with the College Savings Account/Match and Traditional Scholars Manager and under direction of the Director of Programs, research, analyze, and synthesize information as needed to demonstrate the impact of the College Savings Account/Match program components, developing presentations and reports that use effective data visualization techniques to clearly communicate program outcomes.

- Provide College Savings Account/Match Scholars-specific content for cohort newsletters, overall program communication, and trainings.
- Develop a Scholar ambassador program to help with outreach and increase awareness of KC Scholars in the community.
- Attend meetings and events as needed, serving as a representative of KC Scholars to external stakeholders.
- Other related activities and duties as assigned.

EDUCATION AND EXPERIENCE

- An undergraduate degree is required, while an advanced degree is preferred.
- A minimum of 3+ years of relevant experience in complex college access and completion programs which support first-generation, low-income high school students to and through college, including specific knowledge related to successful support strategies for college persistence and completion.
- Deep command of knowledge and practice of the college application process, admissions eligibility, financial aid, academic requirements, college enrollment, and college persistence – specifically for students historically underrepresented in higher education.
- Proven and successful experience collaborating with other organizations to achieve program goals.
- Passion for increasing college access and college completion-especially among students who may be a first-generation student or who may be a member of a demographic group traditionally underrepresented in postsecondary institutions.
- Ability to work under competing deadlines/demands.
- Ability to be proactive and consider the bigger picture.
- Exceptional judgment that augments an ability to be solutions-oriented and then act appropriately to solve problems.
- Strong organizational skills, well-developed process skills, attention to detail, and ability to multi-task in a rapidly scaling organization.
- Excellent verbal and written communication and interpersonal skills, including ability to work with large diverse, multi-generational audiences.
- Ability to analyze data and recognize and articulate trends.
- Experience working in a fast-paced, goal-oriented environment with the ability to set and meet clear deadlines.
- Proficiency in Microsoft Office (Outlook, Word, Power Point, and Excel).

PERSONAL CHARACTERISTICS

- Commitment to and complete belief in the mission of KC Scholars.
- Quick learner with the ability to develop a solid understanding of the content, processes, deliverables and overall objectives of a complex, multi-faceted program.
- Personal values system that encompasses the highest standards of honesty, confidentiality, integrity, loyalty, and professional ethics.
- Passion for increasing college completion and workforce preparedness among students who are first-generation to college, low-income, or historically underrepresented in higher education and the regional workforce.
- Desire for feedback and ability to use it to drive quality.
- Strong organizational skills, attention to detail, and ability to multi-task and meet multiple deadlines.

- Keen sense of responsibility, high level of poise, ability to think independently, ability to maintain confidentiality, and a customer service orientation.
- Tactful and diplomatic with good listening skills and an approachable personality.
- Ability to be self-directed, take initiative, anticipate demands, and problem solve.
- Ability to hold oneself and others accountable for enacting and following processes to ensure that work is accurate and complete and “completed correctly the first time.”
- Ability to maintain a calm and competent demeanor in uncomfortable and demanding situations.
- Strong computer skills and the ability to learn new applications and complex features as needed.
- Experience working successfully with multiple demands, shifting priorities and constant change in an ambiguous environment.
- Cultural competency.

COMPENSATION

A competitive non-profit compensation package as defined by the nonprofit agency’s compensation guidelines, including base salary and benefits that correspond to the experience level, credentials, and personal characteristics of the candidate.

TRAVEL

Occasional regional and national travel.

NON-DISCRIMINATION

KC Scholars firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

REPORTING

Reports to the College Savings Account/Match and Traditional Scholars Manager.

TO APPLY

To apply for the College Savings Account/Match Coordinator position, submit the following items to kcollins@kcscholars.org. On the email, input the following on the Subject Line: College Savings Account/Match Coordinator position.

- Cover letter summarizing your experiences and skills that align with the scope of this position
- Resume
- Names and contact information for three professional references

The position will remain open until filled.

All the statements in this position description are intended to describe the general nature of the work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. This document describes the position currently available. The organization reserves the right to modify job duties or job descriptions at any time.