



Job Title: Senior MAC & Scholarships Coordinator
Job Type: Full-Time; Exempt
Reports To: Director of Communications and Donor Services
Senior Director of Community Investments and Operations
Direct Reports: MAC & Scholarships Coordinator, MAC Student Worker

Purpose:

The MAC College Money Program (a program fund of Waco Foundation) provides support services and scholarships to graduates of McLennan County High Schools. The Senior Director of Community Investments and Operations and the Director of Communications and Donor Services manage all aspects of the program and oversee day-to-day management of all MAC Program related activities. The Senior MAC & Scholarships Coordinator supports the Directors and works to manage the inquiries about MAC and provide direct services to families and students of McLennan County.

Nature of Work:

The Senior MAC & Scholarships Coordinator (“the Coordinator”) manages the fundraising, reporting and evaluation aspects of the MAC College Money Program, and responds directly to students and families seeking information and assistance. The Coordinator is expected to work with frequent phone calls, appointments, and emails, so s/he needs to be capable of producing accurate work with frequent interruptions. The Coordinator should enjoy working with people in a service environment and have a high comfort in working with complex financial aid and tax forms.

Job Specifications:

- Manage an appointment schedule and respond to a high volume of phone calls and in person inquiries from students and families regarding the MAC College Money Program.
- Have the ability to work with people and interact respectfully with a variety of audiences.
- Develop extensive working knowledge of McLennan County schools, senior calendars, programming related to college and financial aid, FAFSA and TASFA.
- Maintain a valid Texas driver’s license, dependable vehicle with insurance and the ability to occasionally travel to schools within the county.
- Have the following required skills:
 - Excellent project management and organizational skills; attention to detail is a must.
 - Knowledge of the higher education financial aid processes and procedures in order to better help students and parents to assist the Director.

- Confidence in speaking with people; ability to look people in the eye and clearly communicate with courtesy.
- Ability to attend meetings off-site and outside of work hours.
- Ability to work independently and to meet deadlines.
- Computer skills required: Basic skills in Office 2010 and Windows 7; Intermediate to Advanced knowledge of Microsoft Access, and PowerPoint.
- Strong oral and written communication skills.
- Have a Bachelor's degree in finance, economics, or related field with ability to understand and complete complex federal forms and understand sophisticated financial information.
- Preferred Experience: 5 years relevant work experience

Job Structure: The Senior MAC & Scholarships Coordinator's work responsibilities will include, but are not limited to, the following:

Coordination of the MAC College Money Program (50%)

- Provides support to students and their families in applying for Federal Financial Aid and determining MAC Program eligibility, including conducting numerous one-on-one meetings with students and parents in office and on-site at local high schools.
- Conducts presentations for seniors, parent meetings, financial aid meetings and other appropriate events in coordination with each school in an attempt to ensure that all graduating seniors and their parents are aware of the financial aid process and the MAC College Money Program.
- Provides assistance with FAFSA completion to anyone in the community taking referrals from financial aid departments and other organizations in the community.
- Answers student/parent questions over the telephone and via email.
- Collaborates with the Director of Communications and Donor Services to formulate, implement and review schedule of MAC Program deadlines to ensure timely completion of the financial aid process for the fall academic year for both the guaranteed scholarships for first and second year students, as well as the merit scholarships for third and fourth year students.
- Manage a database of 2,500+ McLennan County High School Seniors.
- Formulate, implement and review a schedule of on-site school meetings to inform students, faculty, counselors, and parents regarding the availability of the MAC scholarship and other related financial aid.
- Collaborates with the Director of Communications and Donor Services to oversee and manage records of MAC scholarship applicants and exercise discretion and independent judgment to determine scholarship eligibility.
- Responds to all inquiries for assistance from the MAC Program.
- Become and remain informed of regulatory compliance issues for financial aid as well as of any new financial aid regulations adopted by Federal or State governments that may affect the MAC Program.

- Attend financial aid workshops for counselors that are sponsored by the State every year as well as any other pertinent workshops or webinars relating to financial aid and regulatory financial aid administration and compliance initiatives.
- Collaborates with the Director of Communications & Donor Services to arrange and hold interviews for 3rd and 4th year scholarship applicants to make sure they have all information they need in order to transfer to their 4 year institution.
- Develops and manages a budget for interns and part-time staff.
- Recruits, hires and supervises interns to provide reception and other program support duties.
- Maintain communication with MCC and TSTC concerning MAC Program students.
- Maintain communication and working relationships with High School counselors.
- Plan and manage an annual banquet to recognize third and fourth year scholarship recipients.
- Advertise workshops for students and parents at the high school.
- Plan and manage a meeting for all counselors and partners every year to update them on federal and state programs as well as the MAC Program.
- Communicate with counselors and partners to update them on any financial aid regulatory changes during the school year and answers any questions counselors have concerning financial aid for students.
- Compile and analyze program data to inform evaluation and strategic decision-making.

Promotion & Community Outreach (25%)

- Collaborates with the Director of Communications and Donor Services to ensure that the website and outreach materials are periodically reviewed for clarity and accuracy and their effectiveness in meeting MAC Program and the Foundation's goals.
- Develops, implements and manages a MAC social media and communications budget and plan, which includes Constant Contact, Robly, Twitter and Facebook.
- Create marketing material for the MAC Program under the supervision of the Director of Communications & Donor Services.
- Supports the Director of Communications and Donor Services in MAC fundraising including producing letters, postcards and other materials and maintaining records of all fundraising activities in the community.
- Maintains communication and collaboration with financial aid offices at colleges that third and fourth year scholarship recipients attend and visit these colleges periodically.
- Provides financial aid information to other programs and mentors that work with students to ensure the distribution of accurate information in the community.
- Maintains a presence with national organizations that promote college access and success and present information on the program when requested.
- Represents Waco Foundation and the MAC Program at collaborative meetings and on Prosper Waco committees.

General Office Support (25%): Support other functions related to Foundation work and responsibilities required to maintain a professional office environment.

- Serve as part of a team, to include the Senior MAC & Scholarships Coordinator, Coordinator of Communications & Donor Services and the Administrative Assistant, to keep the work of the Foundation running smoothly and to ensure efficient and professional execution of Foundation business.
 - Meeting, planning and preparation
 - Document and marketing material preparation and distribution
 - Reception (live guests, phone calls, online presence)
 - Office environment (equipment, kitchen, work spaces)
 - Files, records and furnishing storage
- Ensures that reception is covered with an intern each day, and manage staff rotation schedule in instances when intern support is not available.
- Develops and manages an inventory of informational and promotional materials (handouts, fliers, college information, etc.) to be provided to MAC participants, schools, community organizations and parents. Ensures waiting room includes relevant program information and other items of interest to MAC students and families.
- Supports Director of Communications & Donor Services in creating and editing marketing and communication material for the Foundation, including the bimonthly newsletter and other material as needed and at the request of the Executive Director.
- Provide written regular reports on MAC Program to the Executive Director, the Waco Foundation Board and major donors to the program as appropriate.
- Provide general consultation, advice and planning assistance to the Foundation regarding program needs, issues, and recommendation for long and short-term planning.
- Other duties as assigned.

Work Hours: Monday through Friday 8:30 a.m. to 5:00 p.m. with a one (1) hour lunch (37.50 hours per week).

Pay Rate: Commensurate with education and experience. The Foundation pays full health coverage for full time employees. Employees are eligible for the Foundation's retirement program following the completion of one year of service and 1,000 hours worked.