



Scholarship Program Officer

FLSA Classification: Exempt

Reports to: Senior Program Officer

Salary Range: \$100,000 to \$106,000

To apply, please visit: <https://tinyurl.com/scholarshippo>

Application deadline: May 31, 2024, with the first review of applicants beginning May 13, 2024

JOB DESCRIPTION

About the Foundation:

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, the foundation actively participates in the governance of Mat-Su's community hospital and protects the community's interest in this important health care asset through board oversight. The MSHF also invests its assets into charitable works that improve the health and wellness of Alaskans living in the Matanuska-Susitna Borough (Mat-Su).

Position Summary:

The Scholarship Program Officer at Mat-Su Health Foundation plays a pivotal role in providing strategic leadership to the Mat-Su Health Foundation Scholarship Program. This position is responsible for overseeing and managing the Academic, Vocational, and Professional Development scholarship programs, as well as creating and implementing an Alumni program within their portfolio. The Scholarship Program Officer will also be responsible for managing the Scholarship Program associate, ensuring the successful execution of scholarship initiatives and related activities. The Scholarship Program Officer serves on the Philanthropic Team and works with Chief Community Impact Officer, Senior Program Officers, Director of Data and Impact and other Programs at the Foundation to identify and implement strategic goals and objectives.

Job Responsibilities:

Leadership

- Design and implement a strategic vision for the Mat-Su Health Foundation Scholarship Program.
- Collaborate with the Senior Program Officer to align scholarship initiatives with the foundation's overall mission and goals.
- Continuously assess and enhance the impact and effectiveness of the scholarship programs. Collaborates with the leadership team to represent the scholarship program to MSHF Board of Directors, Policy Makers, and/or Community.
- Set strategic vision, goals, outcomes for the scholarship program; implement operations plan to meet the programmatic vision, goals, and outcomes.

Management/Administration:

- Recruit, manage, and coach scholarship staff.



- Oversee development and administration of the MSHF Scholarship Budget, including contract management.
- Collaborate with the Director of Data and Impact on the scholarship evaluation.

Program Administration/Management

- Oversee the Academic, Vocational, and Professional Development scholarship programs, ensuring a fair and transparent selection process.
- Develop and maintain strong relationships with educational institutions, community organizations, and other stakeholders.
- Review and evaluate scholarship applications, making recommendations for awards based on established criteria.
- Develop in-depth knowledge of assigned program area, including current issues and key resource people and organizations, and a clear understanding of how they fit into the Foundation's interests.
- Coordinate with Chief Community Impact Officer and Senior Program Officers to set annual scholarship budgets.
- Manage scholarship budget targets.
- Manage contracts associated with initiatives.
- Ensure administrative records of scholarship are established and maintained.

External Relationships

- Build and maintain relationships with key local, regional, statewide, and national scholarship stakeholders.
- Seek opportunities for collaboration with local educational institutions, businesses, and community organizations.
- Represent MSHF in a variety of venues including community, coalitions and affinity groups and presents at forums and conferences within defined program area.

Health Equity Promotion

- Ensure program alignment with the organizational commitment to promoting health equity and inclusion.
- Review, recommend and support implementation of new policies and practices to promote an equitable and inclusive scholarship program.
- Serve as an internal leader to further the Foundation's Diversity, Equity, and Inclusion strategies.
- Ability to travel locally approximately 20% of time.

Competencies

- Knowledge of the concept of health equity and a willingness to expand in this area of knowledge and work.
- Excellent written and oral communication skills, sensitive to diplomacy required in communicating with a broad and diverse audience.
- Strong analytical skills and the ability to think strategically and programmatically.
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff.



- Solid sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation.
- Commitment to teamwork and community

Education & Experience:

- Bachelor's degree in relevant fields required or proven experience in scholarship program management or a related field.
- Comparable years of relevant experience can be substituted for educational requirements if related to the roles and responsibilities of this position.
- Experience in developing programs, policies, procedures, budgets, financial and other reporting mechanisms.
- Understanding of educational systems, scholarship criteria, and selection processes.
- Strong interpersonal and communication skills.
- Ability to build and maintain positive relationships with diverse stakeholders.
- Literacy in Microsoft office suite

Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Location: Wasilla, Alaska

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands: Employee will be spending considerable time at a desk using a computer and traveling to various locations in the community.

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer.