

# The Ford Family Foundation Career Opportunity Posting

---

## Manager of Scholar and Alumni Engagement for Scholarship Programs

### ABOUT THE FORD FAMILY FOUNDATION

#### Foundation History and Strategy

A national leader in rural philanthropy, [The Ford Family Foundation](#) is a private foundation benefiting rural communities in Oregon and Siskiyou County, California. In 1957, Kenneth W. Ford & Hallie E. Ford originally established the Foundation to give back to the timber communities of southwest Oregon. During its formative years, the Foundation concentrated its support on three counties in Oregon and California: Douglas, Coos, and Siskiyou. Over time, the Foundation's size and scope increased to include a statewide focus on rural communities in Oregon while remaining committed to the original three-county region. One of the largest grantmaking foundations in Oregon, The Ford Family Foundation currently has assets in excess of \$1 billion, an annual budget of approximately \$45 million, a seven-member board of directors, 43 employees and two office locations (headquarters in Roseburg, Oregon and postsecondary success office in Eugene, Oregon).

The Ford Family Foundation is focused on ensuring that children have the family, educational and community supports they need to succeed in life. We are committed to the rural communities of Oregon and Siskiyou County, California with investments in rural community-building, grantmaking and scholarships. Vibrant, robust rural communities and economies depend on their ability to attract and sustain working families. Likewise, outcomes in life often depend on community systems that support lifelong health, educational success and wellbeing. This is the intersection and future of our work.

#### Department Overview

The goal of the Postsecondary Success Department is that high-need individuals across Oregon and Siskiyou County better their lives, and the lives of their families, through education beyond high school. In service of this goal, the department invests in financial, academic, and social emotional supports for individuals to attend college and increase social mobility, as well as strategic grantmaking to organizations to increase capacity and promote system-level change. The largest investment of the Postsecondary Success Department is the scholarship programs. The goal of the scholarship programs is to promote access, success and community for students who otherwise might not attend college, helping them build and retain a network and prepare for the transition into the world of work post-graduation. The Foundation continues to support scholarship recipients beyond graduation through a no-dues alumni community.

#### Summary of Essential Functions

The purpose of the position is to maintain the engagement of our over 4,000 scholarship alumni and 1,000 current scholarship recipients in support of postsecondary success, community building and transition to the world of work. This includes the development and management of mentoring and career development programs for current scholars and alumni; developing and implementing new strategies for alumni programming and events; supporting the Ford Family Scholarship Alumni Leadership Council (ALC) in developing a strategy for engaging in the professional development and community service of alumni; conducting outreach to alumni; overseeing the maintenance of the alumni database; developing tools and tracking for the evaluation of programs and engagement; providing guidance regarding alumni content on the website and in social media and connecting alumni to programs and events supporting current scholars, where appropriate. The position also

engages in the selection of new scholarship recipients and works closely with Roseburg colleagues and field coordinators around Oregon and in Siskiyou County, California. This is not a fundraising position.

The Manager of Scholar and Alumni Engagement works in the Scholarship Office in Eugene and reports directly to the Director of Postsecondary Success. This position is expected to be willing to work nights and weekends, as required, to meet the needs of the alumni and student constituencies as well as travel overnight on occasion.

This is an exempt position, and the annual salary range is \$85,000 - \$95,000, depending upon experience. Our generous benefit package includes paid time off, holidays, health and dental insurance choices, retirement, and much more. **Applications with cover letter and resume are due: March 15, 2022, 5:00 pm.**

### **Focus Areas and Key Responsibilities**

#### **Alumni Engagement, including Management of the Alumni Leadership Council (ALC) (50%)**

- Develops and implements programming and strategy for alumni engagement under the guidance of the director of postsecondary success and in collaboration with the Alumni Leadership Council and committees, emphasizing support for alumni professional development, promoting community service, and providing a conduit for alumni connection to broader Foundation work. Works closely with the Program Associate for External Partnerships to implement the work.
- Plans and collaborates to maximize alumni participation in select Scholar events and activities related to scholarship outreach as well as stand-alone events for alumni.
- Oversees maintenance of the alumni database to ensure the Foundation has current contact, demographic, employment, and other relevant information on all scholarship program alumni.
- Supports the ALC by providing budget support for activities.
- Develops metrics to measure alumni engagement, evaluating and analyzing the program annually. Uses data and analytics to strengthen engagement strategies for events and programs.

#### **Current Scholar Engagement (30%)**

- Develops programs and initiatives to support students in their transition from student to career professional, including programs intended to build strong networks, develop financial literacy and empowerment, and improve career outcomes.
- Counsels individual students and alumni on the student to career transition, career and life planning, and graduate school preparation and planning.
- Communicates with eligible scholarship recipients about opportunities for graduate scholarship funding, application guidelines and deadlines.
- Responds to scholarship recipients seeking letters of recommendation for graduate school, etc.

#### **Communications and Outreach (10%)**

- Oversees the My Ford Family alumni platform.
- Oversees website and social media content to connect current scholars and alumni.
- Manages content and distribution of annual alumni magazine.
- In concert with other members of the student supports team, compiles, and makes available career development resources to support and connect current recipients and alumni (i.e., webinars, job postings, articles, etc.)

#### **Other (10%)**

- Actively participates in Scholarship Program and Foundation meetings and works collaboratively with others to complete projects and meet goals.
- Provides help when needed for other members of the scholarship staff on all program-related matters, including but not limited to student supports, events, scholarship selection, correspondence, and mailings

**Required Competencies and Skills**

- Minimum 5-7 years of experience in development, implementation and evaluation of program and outreach strategies, preferably in the alumni relations or career development fields
- Minimum of a bachelor's degree; Master's preferred
- Ability to develop new initiatives, shape strategies, and plan events
- Excellent interpersonal skills: ability to interact with students, alumni, and members of the Foundation community in a highly professional manner
- Collaborative, flexible, highly organized, able to think strategically, handle multiple tasks, prioritize work under pressure, independently meet deadlines, have good judgment, lead programming in a fiscally responsible manner, work within a team and show good humor
- Strong written and oral communication skills
- Strong computer skills, including proficiency with the Microsoft Office Suite; the strategic application of communications, including social media platforms; experience with database maintenance and alumni directories/communities preferred

**Physical Demands of Job Duties and Work Environment**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is active and requires standing, walking, bending, keyboarding, kneeling, stooping, and reaching. The employee would rarely lift or move items over 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing duties of this job, the employee is exposed to a normal office type environment with some exposure to the outside environment. This position is rarely exposed to dust, odors, water, fumes, and noise. Work is always performed in a safety-conscious manner. Reasonable accommodation may be made to enable individuals to perform essential functions.