

SCHOLARSHIP COORDINATOR

Reports to: Scholarship & Creative Senior Director

Location: Madison, WI

Employment Type: Full-Time

POSITION SUMMARY

The Scholarship Coordinator supports the administration of the Madison College Foundation's scholarship programs by coordinating processes, maintaining systems, and ensuring a smooth and equitable experience for students and donors.

This role is responsible for coordinating the scholarship lifecycle, from application setup through award distribution and stewardship, while working closely with Financial Aid, Finance, faculty, and Foundation staff. The coordinator ensures accuracy, timeliness, and alignment with donor intent, contributing to student success and meaningful donor engagement.

ABOUT MADISON COLLEGE FOUNDATION

The Madison College Foundation is committed to breaking down financial barriers for students by supporting Madison College in its mission to provide high-quality, open-access education. Through the acquisition and stewardship of private funding, we aim to enrich lives and strengthen our communities.

Our Vision

To support Madison College in its commitment to increase access so that no student will be denied an education due to financial barriers.

Our Mission

To enrich lives and strengthen our communities through the acquisition of private funding in support of high-quality open-access education at Madison College.

Our Values

- Being respectful, transparent, vision-driven, agile, bold, and passionate.
- Supporting successful students in a rapidly changing and diverse world.
- Matching donor interests with the aspirations of the College and Foundation.
- Engaging Madison College faculty and staff in developing our collective community partnerships.
- Maintaining a sustainable organization through careful planning.



KEY RESPONSIBILITIES

Program and Process Coordination

- Coordinate day-to-day administration of Foundation scholarships, including restricted, endowed, and annual funds
- Maintain and update scholarship criteria to align with fund agreements and donor intent
- Collaborate with Finance to confirm available balances and award parameters
- Support configuration and maintenance of the centralized scholarship application system for bi-annual cycles
- Update eligibility criteria, application questions, and scoring rubrics as needed
- Ensure application platform accuracy, accessibility, and ADA compliance
- Coordinate application timelines and communications
- Assist with marketing and outreach efforts to promote scholarship opportunities
- Ensure FERPA-compliant handling of student information
- Support recruitment, training, and coordination of scholarship review committees
- Assist with setup and documentation of new scholarship funds across systems
- Serve as a point of contact for scholarship-related questions from students, faculty, and staff
- Provide responsive, student-centered support throughout the scholarship process
- Build positive working relationships with internal and external partners
- Identify ideas and/or solutions for continuous improvement of scholarship award process

Application Review & Selection

- Support the scholarship selection process, including application review logistics and eligibility verification
- Coordinate with Financial Aid and Finance to support accurate and timely award disbursement
- Prepare and send award notifications and track student acceptance

Donor Relations & Impact Reporting

- Coordinate collection, review, and delivery of student thank-you letters
- Maintain accurate records related to donor stewardship activities

Event Coordination

- Support planning and execution of the annual Scholarship Impact Luncheon
- Coordinate event logistics including scheduling, communications, and day-of support

QUALIFICATIONS

- Associate degree or technical diploma in a related field preferred, or an equivalent combination of education and relevant work experience
- 1-3 years of professional/administrative work experience preferred
- Demonstrated discretion and professionalism in handling confidential information
- Strong technical proficiency and digital literacy, with the ability to learn and adapt to new systems
- Experience working with databases for tracking, reporting, and process coordination. Experience with Blackbaud Award Management is a plus
- Proficiency in Microsoft Office Suite. Familiarity with project management tools is a plus
- Strong organizational skills, attention to detail, and ability to prioritize tasks and meet deadlines
- Effective communication and collaboration skills
- Self-motivated with a strong work ethic and a commitment to supporting student success

SALARY AND BENEFITS

Position starting range is \$50,000-\$60,000 annually, commensurate with qualifications and experience. The role offers a competitive benefits package including health, dental, 401K, paid time off, and professional development. We also strive to support work-life balance through flexible scheduling options.