

Edwards Scholarship Fund
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Part-time Position Available: Director, Edwards Scholarship Fund

The Edwards Scholarship Fund is a 501(c)(3) Tax Exempt Organization. For over 80 years, it has provided college scholarships to students residing within the city limits of Boston. The Fund's director plans to retire in June, 2020, and the Trustees of the Fund are seeking a replacement. The position is a part-time, professional position. Candidates must be able to perform duties without direct supervision and must have excellent written and oral communication skills, including, most importantly, the ability to work with a clientel. Other skills and duties include:

- Ability to identify students who are committed to community service and are both academically qualified for college work and in need of assistance
- Oversight of Fund's website and the on-line application process
- Excellent computer skills and ability to work with a large data base program to manage applications, reports, and communication with applicants and guidance counselors
- Ability to coordinate a broad array of services and work with a variety of service partners and vendors. Services include database (Salesforce), website, and financial services.

The Fund operates on a fiscal year that generally corresponds to the traditional, semester-based academic year. Scholarship funds are disbursed twice during the year and include a cover letter, roster, and check to each college/university.

Salary is commensurate with experience. Benefits include paid vacation, health insurance, and contribution retirement plan. The Fund is an equal employment opportunity employer. The Fund maintains an office at 89 South Street in Boston, a block from South Station. Programs and data reside on remote servers, giving the Director flexibility to work from home.

The Trustees approve the final selection of Edwards Scholars, are responsible for the financial health of the Fund, and provide the policy and planning necessary for the continued success of the Edwards Scholarship Fund.

Please forward cover letter and resume to office@edwardsfund.org. References may be requested.