



DREAM BIG. WORK HARD. WE'LL HELP.™

College Funding Manager

I Know I Can (IKIC) is a non-profit college access organization established in 1988 whose mission is to inspire, enable and support Columbus City Schools (CCS) students as they pursue and complete a college education. **IKIC** achieves its mission by providing the materials, financial support, mentoring, and counseling services needed to help CCS students overcome barriers and achieve their college dreams.

Job Summary: The College Funding Manager supports the daily operations of the College Funding department and provides scholarship management support for the Founders' and Dream Big Scholarships, IKIC Grant, The Columbus Promise and financial education initiatives. This role will help with ongoing funding efforts of IKIC and serve as a liaison between the department and program staff. Our ideal candidate can prioritize projects and needs in a high-functioning environment.

Essential Duties and Responsibilities:

- Assist with administrative duties for all college funding sources including bulk mailings, preparation of checks, internal funding audits, written, phone and/or email correspondences regarding funding notifications and statuses
- Serve as a point of contact and provide guidance and support between for IKIC staff and partners regarding college funding updates and program statuses
- Lead and/or facilitate comprehensive trainings on the application review and evaluation processes
- Develop and maintain dashboards and reports to provide insights through current and historical funding data
- Maintain comprehensive records of all applications and awards
- Ensure data integrity and accuracy through regular audits and quality checks
- Manage and manipulate large datasets related to financial aid and IKIC funding
- Develop and execute communication plan to recruit students to apply and complete funding applications
- Develop reports to monitor accuracy of data entry and provide biweekly high school reports on funding sources
- Work collaboratively with program director to collect, monitor, analyze and report program and performance data
- Serve as a liaison between the College Funding and Data and Evaluation departments to assure accuracy with funding reports and grants compliance

Qualifications:

- Bachelor's degree required

- Strong knowledge of Microsoft Office Suite with a particularly strong working knowledge of Microsoft Excel skills including formulas (VLOOKUP, COUNTIFS, etc.) required
- Attention to detail and superior organizational skills
- Ability to manage multiple tasks and deadlines in a fast-paced environment with focus
- Excellent oral and interpersonal communication and public speaking skills
- Previous experience working in college admission, financial aid or field or in college access
- Ability to effectively communicate and carry-out **I Know I Can's** mission and goals throughout the Columbus City Schools District and beyond
- Strong commitment and passion for promoting access to higher education for everyone

Benefits and Compensation:

I Know I Can offers competitive compensation and benefits package, including medical, dental, vision, life insurance and long-term disability coverage.

Position reports to: Director of College Funding

How to Apply:

Interested candidates should send cover letter and resume to:

Kim Scott, Chief Administrative Officer

employment@iknowican.org