

STRONG SCHOLARS PROGRAM ADVISOR

(part-time -contract - hybrid)

About us: The Hattie M. Strong Foundation (“HMSF”), a 501 (c)(3) charitable organization founded in 1928 provides scholarships through the Strong Scholars Program to teacher candidates during their student-teacher semester, supports former Strong Scholars with classroom materials grants under the Bobbie Fund, and provides grants to out-of-school time organizations in the District of Columbia area (DMV). Since the beginning of the Scholarship Program, over 1400 teachers in training have benefitted from HMSF’s support. More information is available at www.hattie.org

HMSF seeks a part-time (roughly 57 hours/month) contract Program Advisor to administer and manage the Strong Scholars and Bobbie Fund Programs. The Program Advisor will work alongside, but independently from, the part-time Grant Advisor who manages the out-of-school time grant program and will coordinate with existing and/or outsourced staff. The Program Advisor should reside in the DC area, or be willing to travel to DC. The position requires occasional travel to participating institutions.

Strong Scholars and Bobbie Fund Program Description

The Strong Scholars Program currently works through 24 participating colleges and universities. In conjunction with one or more designated Board members, the Program Advisor will be responsible for confirming the ongoing strength of the teacher training programs at the participating schools, for identifying any changes to the cohort, and maintaining strong relationships with the institutions’ deans, professors, and/or advancement professionals. Schools are informed each year of the funds available for each for one or more scholarships. Each school administers the application and scholarship award process pursuant to broad guidelines from HMSF. Currently, awards are made on a rolling basis, the HMSF Board is informed of recipients. The Strong Scholars Program originally operated as a reimbursable loan program and converted to a scholarship program in 2010.

Strong Scholars who enter the teaching profession are eligible for up to three Bobbie Fund awards – made to their schools – during their first five years of teaching. The Program Advisor will be expected to build out a streamlined system for awarding, tracking, and managing Bobbie Fund Award.

Program Advisor Skills and Responsibilities

Skills, qualifications, and strengths relevant to the Program Advisor contract position:

- Passion for supporting K-12 education and educators.

- Familiarity with college/university level education training and certification programs.
- Demonstrated strong relationship-building skills, and flexibility in navigating institutional relationships.
- Experience working within, or with, the college and university environment.
- Experience working with and supporting nonprofit boards.
- Strong organizational skills and highly self-sufficient with technology, including CRM, MS Office Suite, grants management system. Experience with Foundant/Giving Data preferred but not required
- Bachelors' Degree required, Masters in a related field (Education, Nonprofit Management, etc.) preferred.
- Minimum of 5 years relevant experience.

The Program Advisor is expected to:

- Work closely with the designated Board member(s) in evaluating and updating, as needed, the cohort of Strong Scholars colleges and universities.
- Work closely with appropriate contacts in the cohort, including deans, professors, and/or the institutions' advancement professionals, to communicate awareness of funding and timelines for the Strong Scholars Program.
- Maintain current contact information for all cohort schools.
- Maintain/support HMSF files and database for awards.
- Develop and implement a Strong Scholars Program schedule, and work with cohort schools to strengthen compliance.
- Correspond, as appropriate, with institutional contacts and Strong Scholar recipients.
- Travel to develop and maintain relationships with participating institutions.
- Process Strong Scholar Awards timely.
- Update and maintain recipient lists.
- Manage remaining close-out work of legacy loan program.
- Expand awareness among Strong Scholars graduates of the Bobbie Fund, and develop a streamlined process for issuing classroom support awards.
- Work with the Board, develop recommendations for strengthening follow-on support for Strong Scholars, post graduation.
- Build out a structured records system, implementing HMSF's retention policy.
- Take on other related work as agreed-upon.

Compensation: The Advisor will be paid \$50,000 per year, paid monthly for each month of the engagement. It is anticipated that the Advisor will work 57 hours each month, although it is understood that monthly hours may vary. Reported hours that exceed this amount will be compensated at a rate of \$125.00 per hour. HMSF also provides a generous stipend towards the Advisor's health care costs.

To apply: send a current CV, along with a cover letter setting out your interest in this position and the work of HMSF to positions@hattie.org Applications will be reviewed on a rolling basis.