



The Dayton Foundation – Job Posting Announcement

Scholarship and Community Fund Associate

Category: Full-time, non-exempt

Compensation: \$26.92-\$33.65 per hour - *This is the starting range for this position, however, the following may determine an appropriate salary outside of this range: experience, education, certifications, and internal equity*

Schedule: 40 hours a week

Preferred Start Date: October 2026

Position Purpose: Provides friendly, outstanding service to scholarship donors, students, volunteer committees, and committee advised fund groups. This role is responsible for administering scholarship and committee advised funds and processes, coordinating fund setup and grant cycles, processing grants and program expenses, generating reports, and maintaining database accuracy.

Key Responsibility: Scholarship Fund Administration and Customer Support

Specific Duties:

Scholarship Customer Service

- Build credibility and trust in The Dayton Foundation (TDF) by ensuring scholarship funds are administered in accordance with established policies and donor intent.
- Provides student and donor support by responding to inquiries, resolving issues, and ensuring timely and accurate handling of requests and concerns and escalating when appropriate to the Program Officer or Director.

Scholarship Administration

- Ensure scholarship recipients meet all eligibility requirements and administer the scholarship award process, including tracking student acceptance and answering questions.
- Assist with processing scholarship grants.
- Assist Program Officer with scholarship renewal workflows as assigned.
- Maintain accurate and current scholarship data in Scholarship Connect, F360 and related tracking workbooks.
- Export student thank-you letters and recipient profiles to Donor Express.
- Ensure scholarship fund descriptions, award amounts, and photos are accurate and up to date on the Foundation's website.
- Processes grant rescissions, voids, and reissues for all scholarships.

Scholarship Fund Creation and Administration

- Prepare draft scholarship fund agreements in coordination with scholarship staff.
- Maintain fund documentation in Salesforce and appropriate files.
- Respond to scholarship fund inquiries and schedule donor meetings related to new fund establishment.
- Track the progress of new scholarship fund setup and maintain related documentation.
- Follow up with staff and donors regarding outstanding tasks and next steps.

Applicant Outreach and Support

- Educate prospective scholarship applicants by responding to inquiries and providing information about eligibility requirements, application procedures, and scholarship opportunities.
- Assist Program Officer with school guidance counselors and community organizations communications to promote scholarship opportunities and increase student awareness.
- Assist Program Officer with scheduling and presenting scholarship information at local high schools and other community venues.

Scholarship Selection Committee Administration

- Administer the scholarship selection committee process by distributing evaluation guidelines, communicating timelines, managing deadlines, and providing technical support throughout the review process until recipients are selected.
- Coordinate The Dayton Foundation's scholarship advisory committee member assignments during the spring evaluation process by being the primary point of contact and managing the spreadsheet.

Key Responsibility: Committee Advised Fund Administration and Customer Support

Specific Duties:

- Assist the Donor Relations Officer in managing grant application processes for community groups.
- Review and enter grant and program expenses for committee-advised and scholarship funds.
- Verify and maintain donor and fund-related information in Salesforce and fund files while adhering to document retention policies.
- Assist the Donor Relations Officer with onboarding new committee-advised funds by creating toolkits, coordinating meetings, and maintaining records in F360 and fund files.
- Compile reports from Salesforce for scholarship and committee-advised funds as needed.
- Assist with meetings, networking events, and educational programs hosted by TDF for community and scholarship groups.
- Assist with Hundred Club membership tracking and renewal mailings.

Key Responsibility: Scholarship and Committee Advised Fund Liaison

Specific Duties:

- Serves as the Foundation's liaison to assigned Committee Advised funds.
- Serves as the Foundation's liaison to assigned Scholarship funds.

Key Responsibility: Back-Up Receptionist and other duties.

In the absence of the receptionist, answers telephone calls, routes calls and messages to the appropriate staff, and greets visitors in a courteous and professional manner while directing them to the appropriate staff members.

Position Qualification Requirements:

Education and Work Experience:

Four-year college degree and/or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. OR Any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Salesforce experience is preferred.

Knowledge and Skills:

- Excellent customer service skills.
- Excellent verbal and written communication skills.
- High level of proficiency in Microsoft Excel and database management.
- Ability to work effectively in a fast-paced environment while managing multiple priorities and tasks simultaneously.
- Strong attention to detail, excellent organizational skills, and the ability to prioritize workload efficiently.
- Experience with a variety of software applications, including Microsoft Word, PowerPoint, and Outlook 365, as required by the position.
- High level of interpersonal skills with the ability to handle sensitive and confidential information with discretion.
- Demonstrated poise, tact, diplomacy, and professionalism.

Benefits offered:

- Health, vision and/or dental coverage
- Health Spending Account, Flexible Spending Account, and Dependent Care Spending Account
- Generous paid time off (vacation and sick leave)
- 403(b) retirement plan and company match
- Training and development opportunities
- Wellness options

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be expected to follow any other job-related instructions and to perform any other job-related duties requested by any person with authority to give instructions or assignments.

Send résumé and cover letter via email to Jeffrey Sypeck, Director, Human Resources, at jsypeck@daytonfoundation.org

The Dayton Foundation is an Equal Opportunity Employer