

NOW HIRING:

Scholarship Program Manager



General Position Description

The Scholarship Program Manager will deliver comprehensive direction over scholarships and recipient support programs within an assigned two-county region while ensuring functions by SPSFNWA policy and program standards. While the success of each scholarship recipient is the goal of their work, the Program Manager must implement the program to increase the number and retention of applicants and recipients and make a positive impression on applicants, recipients, graduates, donors, community partners and the public.

Work Schedule

- Exempt Employee | Salary: 40 Hours Weekly
- Office: Monday-Thursday
- Friday: Work from Home or by Appointment in the Office
- 8:00am-4:30pm with Occasional Evening Hours or Weekend Hours

Benefits Offered

- Premium Arkansas Blue Cross/Blue Shield Health Insurance: The organization pays 85% of the premium. Discounted life, dental and vision coverage are also available. Spouse and dependent coverage are available at employees' expense.
- Retirement: 403(b) after the first 90 days, SPSFNWA will contribute to the employee's 403(b) account, equivalent to 6% of the employee's salary (even without a match from the employee)
- Holidays: 12 Paid Holidays
- Paid Time Off (PTO): Following the first 90 days, PTO includes vacation and sick leave time. The PTO balance will be prorated based on the hire date (Jan-Jun 30 days, July-Dec 15 days). The PTO allotment increases every four years by five days.
- Maternity and Paternity Leave: After a full-time employee has completed at least twelve (12) months of continuous service immediately preceding the birth, adoption, or placement of their child, they are eligible to receive 100% of their base salary for up to eight (8) weeks of paid time, per year, of maternity/paternity leave.
- Bereavement, Jury/Witness Duty, and Military Leave- all observed.

Additional Information:

- Salary: \$35,000-\$50,000 based on education and experience.
- Paid Professional Development: If hired, the applicant must study and pass the CCSP Exam.
<https://bit.ly/ccspSPSFNWA>

Application Process

Please send your resume to President and CEO, Tyler B. Clark at tyler@spsfnwa.org and add in the Subject Line: Scholarship Program Manager

Find out more about our mission and purpose by visiting our website www.SPSFNWA.org

Note: Finalists for the position are subject to a full background screening

Equal Employment Opportunity

SPSFNWA allows all employees and applicants equal employment opportunities regardless of race, color, religion, national origin, sex, age, disability, political affiliation, sexual orientation, marital status, or veteran status, and as otherwise required by federal and state laws. This policy applies to all terms, conditions, and privileges of employment including, but not limited to, recruitment, hiring, training, placement, promotion, transfer, benefits, compensation, layoff and recall, disciplinary action, social and recreational programs, employee facilities, termination, and retirement.

Single Parent Scholarship Fund of NWA, Inc | 2601 SW D Street | Bentonville, AR 72712 | 479-254-8550