



**Position Description**  
**Director of Scholarship & Financial Wellness**  
*Removing Financial Barriers to Post-Secondary Success*

**The Context**

Atlanta leads the nation in income inequality and has one of the lowest rates of social mobility in the entire country. In fact, recent research suggests that a child living in poverty in Atlanta has about a four percent chance of moving out of poverty and into a higher income bracket in his or her lifetime.

Despite these odds, Atlanta's students have dreams for their futures and their families. In 2015, Achieve Atlanta (AA) was launched by a group of local leaders determined to support these dreams. Coming together initially with the goal of dramatically increasing the number of APS students who earn a degree, Achieve Atlanta today, inspired by the power of strategic, coordinated action, and using data as the spark for change, has expanded its vision for the future to include eliminating the degree attainment gap that separates low-income and high-income students in the city, and making Atlanta a place where ALL kids succeed and thrive.

**The Work**

Achieve Atlanta works to harness a broad array of community resources. Specifically, the organization:

- partners with college advising providers with proven results to serve Atlanta Public School (APS) students while they are in high school;
- establishes strategic formal relationships with post-secondary institutions that can successfully serve APS graduates, especially those who are first generation and who come from underrepresented populations;
- is progressing along a plan to mobilize broad community support by leveraging data to accelerate collaborations that further college access, persistence, and completion in Atlanta; and
- provides Achieve Atlanta Scholarships to students to eliminate financial barriers.

**The Results**

After just three years, it's clear that Achieve Atlanta's endeavors are yielding significant gains; driving an increase in college enrollment, creating greater access to financial aid and scholarships, securing meaningful commitments from partners, identifying and removing barriers to persistence, and supporting APS to institutionalize a culture that raises awareness of and encourages the pursuit of post-secondary education, thereby enhancing individual students' ability to realize their own potential.

**The Opportunity**

Achieve Atlanta is seeking an experienced strategic thinker to effectively manage the Achieve Atlanta Scholarship and student financial wellness initiative in service of the AA mission. Overseeing a large-scale need-based scholarship program, the largest of its kind in Georgia, the Director of Scholarship and Financial Wellness will have the opportunity to draw insight from multiple sources to shape the strategy for how the organization engages with students, Atlanta Public Schools, institutions of higher education and nonprofit partners, through its coordinated action model, to ensure each Achieve Atlanta Scholar persists to complete college and earn a degree. Further, the Director will design AA's

financial wellness strategy and create actionable plans and timelines, oversee the implementation of said strategy, and recommend allocation of resources for this work.

Specifically, the Director of Scholarship and Financial Wellness will:

- Lead the design and implementation of the scholarship program, including setting and revising policy; overseeing marketing and outreach; ensuring an effective data tracking system; and partnering with external organizations as appropriate to ensure efficient, quality administration.
- Manage full-time and seasonal staff on scholarship and outreach tasks.
- Promote innovative and research-supported successful practices that result in increased effectiveness of the scholarship program.
- Manage partnership with the Community Foundation for effective and efficient application review and check distribution with the goal of meeting college persistence and completion targets.
- Explore opportunities to support students via college completion grants, emergency grants, and/or other financial supports to complement scholarship program.
- Partner with the Achieve Atlanta data team to generate and monitor strategic measures of success and ensure the consistent reporting on these metrics to internal and external stakeholders.
- Serve as organizational liaison to external financial literacy, financial aid, and scholarship efforts.
- Design and deliver trainings on scholarship and financial wellness for students, parents & partners
- Provide direct outreach and advising support to Scholars and prospective Scholars.
- Oversee all communications to Scholars regarding scholarship policies and requirements.
- Collaborate with College Success Director & Data Director on college success partner needs vis-à-vis scholarship program.

### The Profile

First and foremost, the Director of Scholarship and Financial Wellness must be a positive, energetic, and proactive manager and operator who is thoroughly committed to Achieve Atlanta's vision and mission. At once an entrepreneurial thinker, steward, communicator and advisor to the leadership team, s/he will use his/her considerable talents to effectively execute against expectations.

Further, the successful candidate will have the following **experience**:

- 5+ years of experience developing and implementing effective programs;
- Knowledge of and experience with large scale scholarship and financial wellness programs;
- Experience working in service of low-income or underserved populations;
- Establishing and maintaining effective communication with multiple stakeholders;
- Experience effectively resolving complex partnership dilemmas;
- Experience using data to track progress and drive improvement; and
- Advanced proficiency with using Salesforce or similar databases

S/he will also demonstrate the following **competencies**:

- Exceptional verbal and written communication skills, including the ability to summarize findings and determine the appropriate mode of communication depending on the situation and audience;
- Demonstrated cultural competence, critical consciousness, and ability to work across lines of difference;
- Exceptional critical thinking and problem-solving skills; and
- Exceptional attention to detail.

The successful candidate will reflect the following **characteristics**:

- Intensely curious with natural analytical inclination; quick grasp of key takeaways from qualitative and quantitative data;

- Self-starter requiring little management oversight;
- Demonstrated flexibility to change course and integrate feedback to achieve more successful outcomes;
- Sense of urgency;
- Humility; and
- An insatiable desire to transform student achievement across Atlanta.

Finally, while no one person will possess all the qualities below, the **ideal candidate** will also possess some combination of the following professional and personal characteristics:

- Experience within a start-up/entrepreneurial environment will be beneficial given Achieve Atlanta’s stage in development;
- Experience working with parents, students, post-secondary institutions and/or nonprofit organizations;
- Knowledge of tools and techniques that have been effectively used to increase post-secondary success, particularly with students who are first generation or come from underrepresented populations; and
- Existing Atlanta-relevant relationships.

### Organizational Culture

Achieve Atlanta is a values-driven organization. Each team member, including the Director of Scholarship and Financial Wellness, must ground his/her work in the following core values:

**Unwavering Belief:** Belief in what’s possible—for our students and the school community that surrounds them—is the inspiration and fuel for all we do.

**Champion for Students:** Our belief is backed by action. We never give up on students and accept the charge to do whatever it takes to remove the barriers they face.

**Expectation of Excellence:** We expect excellence...from ourselves and from our community of stakeholders. This expectation shapes our ambition and sets our standard for execution day in and day out.

**Intentional Collaboration:** We don’t presume to have all the answers. We’re deliberate in our effort to tap the experience and knowledge of others as we work toward sustainable change.

**Continuous Innovation:** We understand that to get different results we must try new things. It’s important we always remain driven, humble, and nimble enough to pursue promising ideas.

### Position Reporting Structure

The position will report directly to the VP, College Access, S/he will oversee one Program Manager.

### Salary and Benefits

Competitive salary and health, dental, and retirement benefits.

### Apply

The review of applications will begin immediately and will continue on a rolling basis until the position is filled. Applications, including a cover letter and resume, should be emailed to [careers@achieveatlanta.org](mailto:careers@achieveatlanta.org) with the subject “Director, Scholarship and Financial Wellness.”

*Achieve Atlanta is an equal opportunity employer and makes employment decisions on the basis of qualifications. Achieve Atlanta policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national*

*origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.*