



Director of Programs & Scholarships

JOB TITLE	DEPT/FUNCTION	LOCATION	REPORTS TO NAME/TITLE
Director, Programs & Scholarships	Programs	Chicago, IL	Killjan Anderson, Executive Director
FLSA STATUS	SALARY GRADE	DATE PREPARED	PREPARED BY
Exempt		1-24-18	Kill' Anderson, ED

The Director of Programs & Scholarship serves as a critical member of Pat Tillman Foundation's senior team consisting of Communications, Development, Operations, and Programs departments. A direct report to the Executive Director, candidates will be entrusted with a great deal of autonomy and must be comfortable operating in a highly-collaborative environment requiring routine engagement with key stakeholders to 500+ Tillman Scholars, the organization's Board of Directors, strategic partners nationwide.

About Our Mission

In 2002, Pat Tillman proudly put his NFL career with the Arizona Cardinals on hold to serve his country. Family and friends established the Pat Tillman Foundation following Pat's death in April 2004 while serving with the 75th Ranger Regiment in Afghanistan. The Pat Tillman Foundation unites and empowers remarkable military veterans and spouses as the next generation of public and private sector leaders committed to service beyond self. The fellowship program supports Tillman Scholars with academic scholarships, a national network, and professional development opportunities, so they are empowered to make an impact in the world. For more information on the Pat Tillman Foundation and the impact of the Tillman Scholars, visit www.PatTillmanFoundation.org.

Responsibilities

Manage Programs and Scholarships Department

- Supervise Programs and Scholarship Managers
- Delegate Programs & Scholarships tasks and responsibilities
- Evaluate performance of Programs & Scholarships Managers

Represent Tillman Scholar program externally and internally

- Serve as primary spokesperson and ambassador for Tillman Scholar program
- Represent Tillman Scholar program in media inquiries, development opportunities, and public facing events



- Serve as organizational representative to other veteran organizations, colleges & universities, and programmatic partners
- Serve as primary organizational liaison to Pat Tillman Foundation University Partners
- Inform and educate PTF staff and BOD about Tillman Scholar program specifics and metrics

Facilitate the Tillman Scholar Selection Process

- Lead Tillman Scholar application and selection process
- Review content and verbiage of promotional materials
- Participate in marketing efforts to solicit applicants
- Provide inputs for selection committee member selection
- Oversee overall selection process, including:
 - Management of and communications with selection committee members
 - Host and facilitate selection committees, both online and in-person
 - Selection timeline and progression of applicants through stages
 - Candidate interviews
 - Notification of selected candidates
 - Onboarding of Tillman Scholars

Oversee scholarship administration

- Facilitate the annual award recommendation process
- Supervise administration of annual check distribution and scholarship accounting
- Approve deferment, leave of absence, and other degree-plan change requests
- Collect and present cases to the Peer Review Board as appropriate

Pat Tillman Leadership Summit

- Serve as lead planner for all programmatic content and activities during PTLs, including new Tillman Scholar orientation
- Brainstorm content, book speakers, and manage invitation process for PTLs
- Serve as MC for programming where appropriate
- Manage advance and onsite logistics for Tillman Scholars, speakers, and University Partners
- Provide inputs for *Tillman Honors* content

Tillman Scholar Engagement

- Manage/maintain PTF's comprehensive Tillman Scholar administrative database (to include the Tillman Scholar Directory currently under construction)
- Facilitate a healthy, connected network of both current and alumni Tillman Scholars across the country
- Oversee management of events where TS are brought together:
 - Pat's Run



- Manage content and logistics for TS welcome reception at Pat's Run; packet and race bag pickup; and Tillman Scholar experience at Pat's Run
- Supervise management of Regional Foundation Captain (RFC) program:
 - Oversee planning, logistics, and content of annual RFC workshop
 - Ensure RFC funds are spent according to program intent; proper accounting and reporting procedures are followed by RFCs and Programs Manager
- Supervise administration of Scholar Professional Development Opportunity fund
 - Ensure fund is spent according to program intent, proper accounting and reporting procedures are followed by TS and Programs Manager
- Define program goals, explore improvements, and develop annual plans for general scholar engagement, RFC, and PDF programs.
- Develop, grow, and administer the Tillman Scholar Affinity Network

Collaborate with Communications & Development teams

- Provide inputs for organizational and program related web, marketing, and media content
- Provide program related content and metrics for grant proposals and reports
- Provide inputs for annual marketing of Tillman Scholar application
- Provide inputs for Tillman Scholar attendance and representation at development and media-centered events
- Facilitate Tillman Scholar invitations to development and media-centered events
- Ensure logistical needs of Tillman Scholars attending development and media-centered events are met

Desired Skills

The Director, Programs & Scholarships will be Chicago-based, part of a small scholarships and programs team, and reports directly to the Executive Director. Salary is commensurate based on experience. Position is available immediately and open until closed.

- Exceptional oral, written, and customer service communication skills
- Highly organized and detail oriented
- Self-driven, results-oriented with a positive outlook
- Passionate about the PTF mission and vision
- Humble, good-natured, sense of humor
- Solid relationship management skills

Physical Requirements

- Requires travel, which may require walking distances, lifting, and carrying luggage and boxes and prolonged periods of sitting in tight quarters and standing
- Significant computer work, which may require repetitive motion, prolonged periods of sitting and sustained visual and mental applications and demands



- Occasional lifting (> 15 lbs), bending, pulling, collating/filing, and occasional lifting, carrying, and/or moving boxes, files, etc., some of which could be heavy or require the use of carts

To apply, please submit your resume and cover letter with the following information to jobs@pattillmanfoundation.org:

- A brief summary of relevant work experience
- Why you are interested in this position
- Tell us a few fun facts about you

The Pat Tillman Foundation is an Equal Opportunity Employer. This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties or responsibilities associated with the positions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.