

Johnson County Community Foundation

Education Director Job Description

REPORTS TO: President & CEO

PAYROLL STATUS: Full-time

OVERTIME CLASS: Exempt

The Johnson County Community Foundation (JCCF) is a growing nonprofit charitable foundation that connects people who care with causes that matter. The Education Director oversees the Foundation's education and scholarship initiatives to expand access, opportunity, and long-term success for students across Johnson County.

I. JOB SUMMARY

The Education Director is responsible for the leadership and administration of JCCF's scholarship and education programs in alignment with the Foundation's Strategic Plan. This position ensures that education investments are administered with excellence, equity, and accountability while honoring donor intent and strengthening partnerships with schools and education stakeholders. Additional responsibilities may be assigned as needed to fulfill the objectives of the Foundation.

II. QUALIFICATIONS DESIRED FOR THIS POSITION

A. PROFESSIONAL / TECHNICAL ABILITIES

- Bachelor's degree required or equivalent
- Three to five years of nonprofit, education, or program administration experience preferred
- Knowledge of scholarship administration, education systems, and student support processes
- Experience with database management systems (Community Suite preferred)
- Strong organizational, analytical, and project management skills
- Effective written and verbal communication skills
- Ability to manage confidential information with discretion

B. PERSONAL CHARACTERISTICS

- Demonstrates a commitment to educational access and student success
- Maintains a high level of professionalism and attention to detail

- Works collaboratively with donors, committees, and education partners
 - Exercises good judgment and decision-making
 - Remains flexible and effective in a fast-paced environment
 - Exhibits dependability and strong work habits
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III. WORKING CONDITIONS

- Schedule flexibility required, including occasional evenings and community meetings
 - Work includes sitting, standing, walking, and lifting up to 20 lbs
 - Requires verbal, hearing, and visual acuity for communication and use of standard office equipment
 - Must be able to work under moderate to high stress while managing multiple priorities and deadlines
 - Must have a valid driver's license, insurance and reliable transportation when traveling to accomplish work-related tasks
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IV. DUTIES AND RESPONSIBILITIES

A. EDUCATION & SCHOLARSHIP ADMINISTRATION

- Oversees all aspects of JCCF scholarship programs, including applications, review, awards, reporting, and compliance
- Ensures scholarship criteria and processes reflect community needs and equitable access
- Maintains accurate scholarship records in the JCCF database (Community Suite)
- Coordinates scholarship disbursements and reporting with the Chief Financial Officer
- Ensures timely, clear, and student-centered communication with applicants, recipients, donors, and schools

B. DATA, IMPACT & STRATEGIC ALIGNMENT

- Collects and analyzes scholarship and education program data
- Measures outcomes to inform future education investments
- Supports Board and committee understanding of education-related community impact

C. DONOR & COMMITTEE SUPPORT

- Provides staff support to the Scholarship Committee and education-related donor committees

- Prepares agendas, materials, reports, and meeting documentation
- Ensures donor intent is clearly understood, honored, and reflected in program administration
- Serves as a resource to donors regarding scholarship outcomes and education impact

D. EDUCATION PARTNERSHIPS & OUTREACH

- Builds and maintains relationships with schools, counselors, and education partners
- Supports scholarship award events and education-related programs
- Participates in community initiatives related to education, workforce development, and talent pipelines

E. OTHER

- Participates in staff, committee, and Board meetings as requested
 - Assists with Foundation events, trainings, and cross-functional initiatives
 - Accepts other duties as assigned related to Foundation operations
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V. HOURS AND COMPENSATION

- Full-time, Salary, Exempt position with flexibility for evening events and meetings
 - Compensation commensurate with experience and qualifications
 - Benefits package offered, including health insurance
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VI. APPLICATION PROCESS

- No phone calls, please
- Email resume to Joe Morris, Executive Coordinator at joem@jccf.org

Equal Opportunity Employer
