



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

Title:	AALS Scholarship & Project Inclusion Manager
Reports To:	Director, Equity and Engagement
Date Created:	October 2022

Why Work for United Way:

Do you want to leave work every day knowing that you made an impact? At United Way of South Hampton Roads (UWSHR), you'll work in a fun and supportive environment where every day is a new opportunity to make a difference. If you talk to our employees, the single trait we all have in common is passion. We work hard because we love what we do, and we know how much our community needs us. Plus, we offer excellent benefits and opportunities for advancement. If you want to be great while doing good, join the United Way team.

Objectives & Expectations

African American Leadership Society Scholarship Fund was established in 2020 to aid local African American students in their pursuit of a degree in the STEM field. The AALS Scholarship Fund Manager is a grant-funded position with a primary purpose of executing on program goals and objectives and developing and implementing a long-term growth strategy for the fund.

Commitment to Diversity, Equity, and Inclusion:

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Cultural Competence:

The AALS STEM Scholarship Fund Manager adapts a lens of cultural competency that conveys empathy, support, and an understanding of the people with whom they work (both internally and externally), unite, and serve. This competency helps to build trust and effective engagement, cultivate stronger relationships, expand our organization's reach, and more effectively and respectfully connect with people regardless of background.

Core Competencies are characteristics that all employees are expected to exhibit as a member of the UWSHR team. These include:

- **Mission Focused:** The top priority is creating real social change that leads to better lives and healthier communities.
- **Relationship Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Understands his/her role in growing and protecting the reputation and results of the organization, and thus, the greater network.



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Key Accountabilities

1. Oversee the achievement of scholarship program goals.
2. Coordinate efforts between different teams and lead with a strong focus on strategy and implementation.
3. Define program goals and implement changes and interventions to ensure program goals are achieved.
4. Manage monthly meeting structure and provide guidance for STEM advisory council.
5. Work cross-functionally with UW Resource Development and Marketing teams to develop and communicate compelling messages to collaborating partners, and to the larger community utilizing various media.

Essential Duties and Responsibilities include the following:

Administrative:

- Ensure positive and consistent communication is happening with the following stakeholders:
 - Scholarship recipients
 - Funders and Donors
 - UWSHR Departments: Community Impact, Marketing, Resource Development, Major Gifts
 - Project Inclusion members and alumni
- Lead and manage student interview process for grant award.
- Schedule and attend STEM Scholarship Advisory council meetings.
- Prepare and distribute meeting minutes; conduct post-meeting surveys as needed.
- Facilitate panel reviews and interviews for STEM Scholarship applicants.
- Provide support, including logistics, to AALS and Project Inclusion.

Community Collaboration:

- Meet with internal and external stakeholders to improve communication and transparency regarding program implementation, issues, and decisions, including but not limited to:
 - UWSHR Departments, Schools (Public & Private), Colleges, Funders & Donors
- Participate in community events to promote the availability of scholarships.
- Participate in community events to promote Project Inclusion.

Data, Research & Reporting:

- Produce ongoing, accurate, and timely monthly reports on program activities (Project Inclusion & STEM Scholarship).
- Take a lead role in ensuring the effective and accurate collection of data and helping to streamline organizational reporting processes on a continuous basis.
- Ensure compliance for all STEM Scholarship grant requirements.
- Develop a set of metrics for data collection on Project Inclusion members, including alumni.

Program Development & Implementation:

- Support implementation of core scholarship programs/activities in accordance with the mission of the organization.



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- Define AALS STEM Scholarship program goals and implement changes and interventions to ensure program goals are achieved.
- Continuously improve existing program activities to support the strategic direction of the program.
- Cultivate AALS STEM Scholarship panelists to review applications for the scholarship.
- Work closely with scholarship recipients, Project Inclusion members, alumni, and UWSHR program staff to capture data and success stories.

Marketing and Resource Development and Outreach:

- Support the development of successful proposals for STEM Scholarships and Project Inclusion.
- Work effectively with Resource Development and Marketing teams to develop and communicate compelling messages to collaborating partners, and to the larger community utilizing various media.
- Maintain and distribute information (participate in events, announcements, trainings) via email, website, and other platforms, as needed with a primary focus on STEM Scholarships and Project Inclusion.
- Develop fundraising and sustainability plan with Director of Equity and Engagement for the STEM Scholarship Fund and Project Inclusion.

Key Skills Requirements

- An entrepreneurial and fearless leader who strives for excellence, acts with integrity, embraces diversity, serves the community, and genuinely believes in the mission and vision of AALS.
- Outstanding organizational skills.
- Understanding of project/program management techniques, methods, and tools.
- Ability to work with diverse teams of young professionals in a solution-oriented manner.
- Ability to innovate and drive change.
- Having a flexible approach to work and working hours.
- Excellent written and verbal communication skills (including public speaking)
- Proven experience as a Program Manager, Project Manager, or other managerial position.
- Knowledge of the STEM sector

Working Environment

Typical office environment with some time spent in outside meetings. Nights and weekends may be required for special events or meetings.

Physical Requirements

- This job may require exerting up to 20 pounds of force frequently and/or a negligible amount of force constantly to move objects
- Worker must frequently talk, hear, and use typical office equipment
- Worker sits most of the time; routinely required to walk and occasionally travel by car
- Ability to provide personal transportation
- Ability to operate a computer for extended periods