



JOB DESCRIPTION

TITLE: Scholar Engagement Manager

DATE: August 2025

DEPARTMENT: Scholarship

SUPERVISOR: Director of Scholarship Programs

FLSA Classification: Exempt

SUMMARY:

The Scholar Engagement Manager plays a pivotal role in advancing the mission of the Marine Corps Scholarship Foundation (MCSF) by managing scholar and alumni engagement initiatives, enacting departmental communications, and supporting the execution of a nationally recognized scholarship program. For over 60 years, the Marine Corps Scholarship Foundation has been Honoring Marines by Educating their Children, providing higher education scholarships to 2,900 children of Marines annually across all 50 US states and 27 overseas territories. As we embark on an ambitious strategic plan to grow the Foundation, we are seeking a passionate, organized, and resourceful thinker to help execute the Foundation's Scholar and Alumni Engagement initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer daily operations for scholar engagement initiatives, supporting approximately 3,000 scholars and 20,000 alumni nationwide.
- Conduct research and analysis to evaluate program effectiveness; recommend and implement enhancements to ensure relevance, utilization, and innovation.
- Support the daily operations of a national, need-based scholarship program with an annual award budget exceeding \$10M.
- Support the application and award process for 4,000 applicants annually, ensuring mission alignment, program integrity, and audit compliance.
- Oversee the lifecycle of scholars as they transition to alumni and develop programs that foster long-term relationships with MCSF.
- Manage operations and engagement strategies for the Heroes Tribute Scholarship Programs and cultivate and sustain relationships with program participants through targeted outreach and events.
- Collaborate with the Advancement Department to design and coordinate engagement opportunities between donors and corporate partners that align with donor interests and Foundation goals. Facilitate meaningful interactions between scholars/alumni and donors or corporate partners.
- Support messaging and communications to Scholarship Department constituents ensuring consistency, relevance, and brand alignment across platforms. Coordinate with the Communications Department to develop and maintain compelling, relevant, and timely Scholarship Program collateral and messaging.
- Conduct efforts for scholar engagement and participation at MCSF's events.
- Support outreach initiatives to increase scholarship applications from target populations. Deliver presentations and conduct promotional efforts to raise awareness and drive interest in the Scholarship Program.
- Remain current on scholarship program administration, national higher education issues, best practices, and how they impact the Foundation and its scholars.

- Maintain stature of the Foundation as a leading scholarship organization through participation in industry events, conferences, and professional development opportunities. Foster partner relationships with organizations that support higher education, financial aid initiatives, and veteran families.
- Provide oversight and strategic guidance to Department contractors and vendors.
- Contribute to the overall success of the Foundation's mission and vision by performing other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree preferred, or equivalent education and work experience.
- Minimum 3-5 years of experience in scholarship program administration or scholar engagement or equivalent work.
- Minimum 1-2 years of experience in program/project management.
- Experience in program/project-based work experience a plus.
- Experience with and exposure to the Marine Corps, military service, and/or working with veteran families a plus.

REQUIRED SKILLS AND ABILITIES:

- Commitment to the Foundation's mission and to reflecting core values of teamwork, trust and integrity, and drive and enthusiasm for results.
- Ability to offer flexible thinking, work in a team environment with autonomy, take initiative, and be proactive.
- Ability to work on a wide range of projects simultaneously and balance multiple competing priorities with a high degree of autonomy and self-organization in a fast-paced work environment.
- Excellent customer service and interpersonal skills, as well as strong written and verbal communication skills, with an ability to engage effectively with a wide range of audiences.
- Ability to use discretion and handle confidential information.
- Demonstrated skills in utilizing a CRM database, Microsoft 365, SharePoint, Outlook, Word, Teams, PowerPoint, Excel, and Survey Monkey.

WORKING CONDITIONS:

- Working conditions are normal for an office environment.
- Position located in Alexandria, VA; and reimbursement of relocation expenses not offered.
- Position is eligible to participate in hybrid telework policy after onboarding period, with up to two telework days per week.
- Must be able to work outside normal working hours (evenings and weekends) as needed to accomplish the Foundation's mission, with some work-related travel 2-3 times a year.