



## JOB DESCRIPTION

**TITLE:** Scholar Engagement Manager

**DATE:** March 2026

**DEPARTMENT:** Scholarship

**SUPERVISOR:** Director of Scholarship Programs

**FLSA Classification:** Exempt

### ABOUT THE MARINE CORPS SCHOLARSHIP FOUNDATION

The Marine Corps Scholarship Foundation is the nation's oldest and largest provider of need-based scholarships to military families. Founded in 1962, MCSF has awarded more than 60,000 scholarships valued at \$235M, and today supports nearly 3,000 students for \$13M annually. MCSF is located in Alexandria, Virginia and employs 35 full-time employees with approx 30% of staff working remotely across the country; in office staff work a hybrid schedule requiring them to be in the office three days a week.

### JOB DESCRIPTION SUMMARY

The Scholar Engagement Manager advances the mission of the Marine Corps Scholarship Foundation (MCSF) by leading scholar and alumni engagement initiatives and supporting the execution of a nationally recognized, need-based scholarship program. The role oversees engagement strategies serving approximately 3,000 current scholars and 20,000 alumni nationwide. This position collaborates cross-functionally to deliver meaningful engagement opportunities, manage communications, and strengthen long-term relationships with scholars, alumni, donor, and foundation partners.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead 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.
- 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.
- Manage operations and engagement strategies for the Heroes Tribute Scholarship Programs and cultivate and sustain relationships with program participants through targeted outreach and events.
- Manage 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.
- 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.
- Represent the Scholarship Program at Foundation events to enhance awareness and highlight scholar and alumni outcomes to donors and prospects.
- 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.
- 3-5 years of experience in scholarship program administration, scholar engagement, or equivalent work.
- 1-2 years of experience in program/project management.
- 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 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.
- Ability 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.