



SAMVID VENTURES

## Senior Associate, Samvid Scholars

### Samvid Ventures

Location: New York, NY [hybrid: in office 3 days/week]

Compensation: \$65-80k DOE, competitive benefits

Apply at <https://www.linkedin.com/jobs/view/3529595828>

#### SAMVID VENTURES

Samvid Ventures (SV) is a philanthropic foundation committed to improving lives and advancing society through innovation in entrepreneurship, education, and wellness. It has staff and board presence in Detroit, New York, and Miami, and a national footprint in its programming.

The SV team values collaboration, intellectual curiosity, creativity, continuous improvement, a commitment to professional growth and development, and maintaining a service orientation in all we do. In its team members, Samvid Ventures looks for individuals who are motivated by excellence, will thrive in an entrepreneurial environment, and have demonstrated a strong impact orientation through their work and their values.

#### SAMVID SCHOLARS: GRADUATE SCHOLARSHIP PROGRAM

Having explored the education space from different angles through its programming and grants for several years, in early 2021 Samvid Ventures launched Samvid Scholars to invest in the graduate education of future leaders who are committed to effecting positive change in society. Scholars receive up to \$50K for tuition and fees each year for two years of study in a graduate program. Scholars also receive two years of leadership development programming to support them to continue to fulfill their extraordinary potential. All Scholars will have access to robust ongoing programming and will be part of an alumni community of mentorship, collaboration, and lifelong relationships.

#### SENIOR ASSOCIATE ROLE

The Senior Associate will be managed by the Program Director of Samvid Scholars to lead an outstanding program. This is a unique opportunity for an exceptionally talented and entrepreneurially-minded individual to use core operational skills, thoughtful program management and drive and determination to make our world better and our economy more inclusive.

Responsibilities will include:

#### **Communications & Marketing**

- Lead execution of annual marketing strategy, e.g., writing communications, using Mailerlite to send mass marketing campaign, and scheduling meetings with priority contacts, to promote scholarship to universities and peer organizations
- Create and update marketing collateral including flier and presentations
- Source and maintain Scholars contact list of all partners (universities, CBOs, individuals)
- Manage communications plan for participating Scholars and alumni including writing, distributing, and tracking communications

#### **Program Execution + Alumni Management**

- Coordinate logistics and scheduling for all programming (in-person and virtual) including small groups, panels, workshops, individual meetings, annual campus visits, and alumni events
- Drive planning and operations for the annual three-day summer conference
- Lead data analysis and evaluation to measure program outcomes, track Scholar outcomes, and guide continuous improvement process
- Assist with research and content development to support program design
- Manage Scholar award distribution in partnership with finance team

### **Selection & Application Management**

- Manage scholarship application process from end to end, including building the selection calendar, setting up and testing the application in Wizehive, moving applications from submission through finalists, and notifying the final cohort
- Monitor shared inbox and respond to all emails from advisors and applicants
- Coordinate External Reading Committee and Selection Committee including preparing materials, distributing and collecting MOUs, and managing finalist interview calendar
- Build tools and systems to support selection data management and analyses from application open through cohort announcement

### **Program Team Operations**

- Contribute to program team playbook to document program operations processes and best practices
- Track program budget and spending

### **WHO WE'RE LOOKING FOR**

- **Qualifications**
  - Bachelor's degree; relevant advanced degree helpful but not required
  - At least 3 years of experience with significant time in leadership development, professional services, higher education, and/or startups
  - Demonstrated commitment to social impact organizations (through volunteering, working at a foundation or nonprofit, etc.)
  - Track record in providing memorable, high quality customer support experiences and/or marketing a product to different channels (in our case, prospective Scholars and university partners)
  - Experience improving operations and core strategy over time
  - Strong oral and written communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- **Preferred attributes**
  - Commitment to and passion for leadership development and education and an active interest in building a thriving community of scholars
  - Experience managing projects and juggling many balls
  - Ability to balance bold ideas with a humble attitude; always seeking to learn more
  - Outstanding listening skills, creativity, and entrepreneurial spirit
  - Consistently resourceful and able to adapt quickly to changing priorities and environments
  - High integrity; strong people instincts and ability to identify this quality in others
  - Ability to work both independently and collaboratively; possess a strong team spirit while maintaining professional confidence to get things done on your own