

Foundation Program Manager



Position Summary:

The Foundation Program Manager is responsible for implementing and maintaining scholarship programming which support hospitality management majors and current industry employees who are seeking to build careers to improve their lives. This position will help administer multiple scholarship programs with a cumulative annual disbursement budget of more than \$1 million. The Foundation Program Manager also plays a critical role in supporting the alumni program which seeks to connect and track thousands of AHLEF scholarship recipients. In addition, the manager will work closely with staff to ensure that the Foundation's efforts and the people who benefit from it get attention locally and nationally in support of our fundraising priorities.

Duties and Responsibilities:

- Serves as part of the Foundation team working to achieve its core mission: helping people build careers that improve their lives and strengthen the lodging industry. Works to administer AHLEF's scholarship programs which builds a pool of qualified candidates for the lodging industry.
- Collaborates with Senior VP to administer the scholarship programs including promotion, application process and review, check distribution, and recipient tracking. Includes educational programs such as professional development, conference scholarships, and other programs as needed.
- Helps to design evaluative measures, metrics and process for tracking applicants and recipients of the scholarship and research programs.
- Works with AHLA's communications team on all promotional programmatic external communication (collateral material, website, social media).
- Manages foundation's scholarship and alumni databases as well as the generation of all required reports.
- Ensures accurate and complete alumni database records; capture contact, biographical and career information of alumni via research on Linked In, correspondence, Graduway website, postal returns, etc.
- Assists with maintaining AHLEF's Website and Connect site, including updating and drafting content.
- Serves as secondary staff liaison to the Scholarship Committee and Research Committee, including assisting in the preparation of agendas, meeting notices, minutes, and meeting arrangements.
- Perform other duties as assigned.

Education and Experience:

- Bachelor's Degree
- Three to five years working in program management; foundation, nonprofit, or association experience preferred.

Skills and Attributes:

- Effectively communicates with all AHLEF/AHLA departments to help achieve department and company-wide goals. Maintains frequent contact with internal departments and helps as required.
- Ability to exercise independent judgment in making decisions.
- Carries out all duties in a cooperative, positive, manner with other staff members and volunteer leaders.
- Demonstrated success in managing programs and meeting deadlines.
- Strong organizational and time management skills. Ability to manage multiple projects and working groups simultaneously.
- Proficient in Microsoft Office, Excel, Outlook, and Access.
- Experience with managing databases and analyzing reports to improve efficiencies.
- Excellent written communication skills. Proficient grammar and ability to write and proof read.
- Self-starter and ability to work independently without supervision.

To apply: Send cover letter and resume to HR@ahla.com