



FROM THE TOP

Job Description

Title: Scholarship & Recruitment Manager

Reports to: Music Producer

Status: Full-time, Exempt, Salaried, 40 hours per week with benefits

Available: May 2017

Organizational Overview:

Based in Boston, From the Top (FTT) is America's largest national platform dedicated to celebrating the stories, talents, and character of classically-trained young musicians. Through live events, NPR and YouTube broadcasts, scholarships, and leadership programs, we empower these extraordinary young people to engage and inspire music lovers of all ages.

Summary:

The Scholarship & Recruitment Manager leads From the Top's national recruitment efforts and manages the Jack Kent Cooke Young Artist Award program, one of the most prominent pre-collegiate scholarship programs in the country. This manager works hand in hand with the Content and Production Department, reporting to the Music Producer and managing a two-person team including the Scholarship Assistant and the Recruitment & Alumni Relations Assistant.

Key duties and responsibilities:

Working closely with staff across the organization, this manager will:

- Cultivate and manage recruitment contacts and strategy for admissions and scholarship programs for Boston, regional, and national markets
- In conjunction with the Music Producer and Admissions Assistant, ensure smooth operation of the admissions process, systems, and communication for applications to all From the Top performance and program opportunities
- Organize and travel to live auditions around the country, particularly to summer music festivals in July and August
- Oversee management and implementation of one of the most prominent pre-collegiate scholarship programs in the country, the Jack Kent Cooke Young Artist Award, which distributes \$200,000 of scholarships each year to young musicians with financial need.

This includes:

- Providing ongoing communication and grant and program management reports to the Jack Kent Cooke Foundation
- Reviewing financial, academic, and character components of all scholarship applicants
- Making final scholarship award determinations in agreement with our Music Producer



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- Managing program staff and budget
- Collaborating closely with the Finance Department to oversee the facilitation of financial procedures including the distribution of scholarship funds
- Managing alumni relation efforts for scholarship recipients
- Work closely with the Director of Marketing & Communications to develop print and online advertisement campaigns to broaden awareness of the scholarship and admissions process
- Analyze and evaluate results of scholarship and recruitment programs
- Conduct performer pre-interviews as needed

Requirements & Qualifications:

- Bachelor's degree in related field required
- A minimum of 2+ years of experience in admissions or financial aid required; background and/or interest in classical music performance and music education preferred
- Experience working with youth preferred; strong interest in working with high-achieving, low-income young musicians highly desirable
- Experience managing a team preferred
- Strong computer literacy and database experience required; Raiser's Edge experience highly desirable
- High level of written and oral communication skills; ability to communicate with wide spectrum of stakeholders: pre-teen and teenage students, parents, music teachers, and arts administrators
- Must demonstrate high level of discretion in handling sensitive personal and financial information
- Experience communicating with people from a variety of backgrounds
- Valid driver's license, willingness to drive, and ability to travel nationally required
- Ability to lift and carry equipment weighing up to 30 lbs.
- Must complete criminal background screening

Salary and Benefits: This is a full-time (40 hours/week), exempt, salaried position with benefits including medical insurance, Paid Time Off (PTO), and holidays.

To Apply: Please send resume and cover letter specific to this position to jobs@fromthetop.org. No phone calls, please.

From the Top, Inc. is an equal employment opportunity employer.