



Job Description

Title: Scholarship & Recruitment Manager

Reports to: Music Director

Location: Boston, MA

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

Available: January 2020

Organizational Overview:

From the Top (FTT) is America's largest national platform dedicated to the stories, talents and character of classically trained young musicians. Celebrating its 20th year on the air, our popular radio program showcases these extraordinary young musicians on more than 200 NPR stations reaching half a million listeners weekly. From the Top nurtures and supports these budding citizen musicians through leadership workshops, community engagement experiences and by awarding \$200,000 in scholarship annually. Come join our fun, creative and energetic team!

Summary:

The Scholarship & Recruitment Manager manages the Jack Kent Cooke Young Artist Award program, one of the most prominent pre-collegiate scholarship programs in the country, as well as From the Top's national recruitment and alumni-relations efforts. This manager works hand-in-hand with the Music Director and closely with members of the Content and Production Department, Development and Marketing Department and program managers at the Jack Kent Cooke Foundation. The Scholarship & Recruitment Manager reports directly to the Music Director and co-manages internal and remote department employees.

Key duties and responsibilities:

- Work closely with Music Director to develop and manage recruitment strategies that serve From the Top's mission, as well as initiatives directly related to Diversity, Equity & Inclusion and other institutional priorities
- Cultivate and manage recruitment contacts and strategy for admissions and scholarship programs for Boston, regional and national markets
- In conjunction with all Admissions Department staff, 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:
 - Create and evaluate, annually, rubrics to analyze and report financial, academic and character components of all scholarship applicants
 - Make final scholarship award determinations in agreement with Music Director
 - Work closely with Associate Director of Institutional Giving to provide on-going communication and grant and program management reports to the Jack Kent Cooke Foundation
 - Manage program staff and budget; collaborate closely with Finance Department to oversee the facilitation of financial procedures including the distribution of scholarship funds
- Manage alumni relation efforts with additional focus on scholarship recipients
- Work closely with Marketing Department to develop print and online advertisement campaigns to broaden awareness of scholarship and admissions process
- Act as point-person in driving student narratives to attention of full organization, greatly influencing institutional communications
- 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 and working with remote colleagues preferred
- Computer literacy and database experience required; Raiser's Edge experience 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.