



Scholar Relations Manager Position Description - Fall 2026

Position Summary

The **Scholar Relations Manager (SRM)** plays a critical role in supporting the Terry Foundation scholarship program by working closely with campus partners, scholarship recipients, and the rest of the Foundation team to facilitate student success. The SRM will join a team of experienced professionals in administering a program with a projected annual spend of \$25 million+ and serving 1,000+ scholarship recipients attending 11 Texas public universities. The Foundation seeks a higher education professional with prior work in university or educational non-profit settings and demonstrated skills in student advising, leadership development, mentoring, or program management.

The Scholar Relations Manager will facilitate student progress and support scholars to the completion of the Terry Foundation scholarship program. They will nurture existing partnerships at their assigned universities and develop strong relationships with current students, university personnel, and Scholar alumni. The SRM will evaluate scholar eligibility by tracking grades, degree progress, and program engagement data for their assigned cohort. They will execute a scholarship funding process that ensures accurate individual stipend calculations and a timely disbursement each semester. They will also reconcile the Foundation's funding records with those of financial aid representatives on their assigned campuses. A fully qualified SRM also manages program events, including statewide scholarship interviews for Terry Scholar candidates, mandatory events on their assigned campuses, and regional gatherings with various constituencies.

The position offices at the Foundation headquarters in Houston, Texas, and reports to the Scholarship Program Director. This role works primarily in an in-person, face-to-face environment, but will also require some remote work while traveling for mandatory events and conferences.

Candidate Requirements

The Scholar Relations Manager (SRM) must have:

- At minimum, a baccalaureate degree.
- At least 4-6 years' experience in higher education or non-profits, in roles promoting direct contact with students.
- Passion for empowering students and a record of facilitating access and supporting college success.
- Excellent communication skills (written and oral); comfortable crafting and executing presentations for groups of 30-300.
- Ability to build relationships across a broad spectrum of constituencies.
- Experience in programs that work with high-achieving students, first-generation college students, and students from low socioeconomic status.
- Strong computer skills in MSOffice, including Outlook, Excel, Word, and Teams. Familiarity with Zoom, PowerPoint, Adobe Acrobat, and willingness to learn other programs as needed.
- Ability to travel a minimum of 30 days each calendar year.

Preferred, but not required, qualifications include:

- Experience in academic advising, financial aid awarding, or student support services.
- Prior work experience with selective program cohorts and/or recipient of a competitive scholarship that included cohort participation.
- Familiarity with Salesforce and associated tools.
- Master's degree in a relevant field.

Duties and Responsibilities

1. Relationship Management & Communication (25%)

- Serve as the primary point of contact for campus partners and Scholars at assigned universities.
- Facilitate training for new campus partners and provide ongoing coaching and instruction to campus support teams.
- Respond to incoming phone, email inquiries, and Terry Portal requests in a timely manner from current Scholars, campus partners, Scholar alumni, external colleagues & vendors, board members, and prospective students.
- Problem-solve with campus partners and Scholars as they face various situations affecting Scholar standing, eligibility, engagement, and persistence.
- Communicate expectations for mandatory student events, stipend amounts, and other Foundation policies and procedures to campus partners, current students, and alumni volunteers.
- Collaborate with Terry Scholar Student Organization leaders to cultivate an inclusive campus culture aligned with the Foundation's pillars of Scholarship, Leadership, Service, and Community.
- Monitor and track program spending related to scholarship stipends, event costs, and student organization support.
- Represent the Foundation at various public venues, including annual Foundation events, affiliated conferences, and outreach opportunities.

2. Scholar Success Tracking & Advising (25%)

- Track success metrics and program participation for 250-350 current Scholars enrolled at 3–4 Texas public universities.
- Facilitate current and prospective Scholar understanding of scholarship program criteria and continuation requirements through individual interactions and group presentations.
- Review, evaluate, and process individual student funding requests including deferrals, withdrawals, internships, study abroad, extended funding, online or graduate coursework, and drops below full-time enrollment.
- Collaborate with campus partners to holistically advise scholars about their scholarship standing, probationary status, suspension of funding, ability to appeal, or any potential scholarship adjustment.
- Provide individualized advice and campus or alumni resource referrals for Scholars to improve academic persistence, networking, and overall well-being.

3. Interview Site & Mandatory Event Management (25%)

- Provide input on annual interview schedule and staffing, secure venue reservations annually, and conduct research to secure new venues as needed.
- Ensure the successful execution of scholarship interviews in Houston, Dallas, or El Paso; responsibilities entail developing a communication plan, managing volunteers, supporting interview candidates, reviewing vendor contracts, arranging travel accommodations, and tracking expenses. Conduct voting and ensure integrity of the Terry Scholar selection process.
- Develop programming for mandatory Scholar events, including campus orientations, banquets, picnics, and other community-building opportunities.
- Coordinate internally on Alumni engagement, responsibilities, and interactions with Scholars at Foundation events.
- Perform on-site management and coordinate logistics for all assigned events.
- Account for Scholar attendance at mandatory events and communicate potential consequences.
- Travel to assigned campuses and off-site locations annually as required.

4. Data Maintenance & Scholarship Funding (25%)

- Ensure accurate and timely data entry to Foundation's Salesforce database upon Scholar entry and throughout Scholar program participation.
- Track external scholarship funding, Cost of Attendance, and financial aid awards to calculate an individualized annual stipend amount for all current Scholars at assigned universities.
- Generate stipend reports and oversee the electronic funds transfer process to each campus.

- Reconcile funding records with partner universities every semester to capture stipend adjustments and to ensure responsible stewardship of funds.
- Manage Scholar grade reporting process in tandem with campus partners, ensuring correct documentation of academic standing, in compliance with Foundation requirements.
- Administer the annual self-evaluation letter process for all assigned Scholars, including reading and responding to submitted Self Evaluation Letters (SELs).
- Work individually and as part of a team to establish best practices for data integrity.

Salary and Benefits

The salary range is commensurate with experience, with a minimum starting salary of \$70,000. The position also offers excellent benefits.

To Apply

Submit resume with cover letter no later than *October 31, 2026*, to **Franco Martinez**, Associate Scholarship Program Director, via email at fmartinez@terryfoundation.org.

References will be requested from those candidates advancing in the process following the initial application review.

Equal Opportunity Employment

The Terry Foundation is committed to a policy of equal treatment and opportunity in every respect of its relations with its staff members, without regard to race, color, religion, gender, sexual orientation, marital or parental status, national origin, citizenship status, age, disability, or veteran status. This includes, but is not limited to, recruitment, hiring, layoffs, promotion, rates of pay, and other forms of compensation.