



HISPANIC SCHOLARSHIP FUND

Position: Director, Foundations Relations
Reports to: Chief Development Officer
Location: Gardena, CA or Washington, DC

Who We Are/What We Do

Founded in 1975, the Hispanic Scholarship Fund empowers Latino families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional Hispanic American students as possible. HSF strives to make college education a top priority for every Latino family across the nation, mobilizing our community to proactively advance that goal – each individual, over a lifetime, in every way he/she can. HSF also seeks to give its Scholars all the tools they need to do well in their course work, graduate, enter a profession, excel, help lead our nation going forward, and mentor the generations to come. As the nation’s largest not-for-profit organization supporting Hispanic American higher education, HSF has awarded over \$500 million in scholarships and provides a range of impactful programs for students, HSF Scholars, Alumni, and parents. For more information about the Hispanic Scholarship Fund, please visit HSF.net.

Department Description

The Development Department is HSF’s fundraising unit. As such, it oversees all aspects attracting, maintaining, and growing HSF’s financial support by all classes of donors, nationwide, in support of the organization’s mission and vision.

Role Description

Reporting to the Chief Development Officer, the Director of Foundation Relations identifies, researches, and cultivates funding opportunities and writes grants for consideration to family and private foundations to support the work of HSF. This role works closely with HSF’s Marketing Department staff leading the advisory council and alumni relationships strategies to leverage local and regional relationships to secure local, regional and national foundation support for HSF’s scholarships, scholarship support and conference programs. He/she is responsible for making initial contact, securing personal visits, and submitting letters of intent, proposals, and on-line applications in a timely manner on behalf of HSF. He/she will act as a steward to current grant funders and will work with HSF staff to provide the required reports. This position requires a poised individual who is able to communicate and work effectively with chief executive officers of potential donor organizations and members of HSF’s executive team.

Job Requirements

Values & Principles:

- Committed to learning and understanding the vision and goals of the organization in order to become its advocate, ambassador and asker
- Committed to learning all services, work plans, and metrics of the of the department and organization
- Uphold the highest standards of donor/customer service for all constituents, in terms of speed of response, accuracy, record-keeping, and completeness
- **Leadership**
 - Works with leadership to develop and implement the organization’s mission, policies, strategies and operations
 - Leads efforts to engage other departments in collaborative opportunities to advance the goals and initiatives of the organization
- **Development**
 - Work with HSF’s Chief Development Officer, Chief Marketing Officer, and the HSF’s executive leadership team to establish key funding priorities for the organization
 - Identify and research grant and other foundation funding opportunities
 - Manage HSF’s foundation pipeline
 - Establish and maintain appropriate files of biographical and financial information as well as funding priorities, application guidelines, and deadline dates
 - Coordinate with appropriate staff to make initial contact with potential funders and schedule personal visits
 - Manage proposal writing process, including establishing schedules, gathering information, and coordinating with appropriate staff
 - Draft and write grant proposals in collaboration with appropriate staff

Equal Opportunity Employer

- Monitor with compliance officer progress on grant-funded activity against schedule established in approved proposals and by funders
- In coordination with the compliance officer, compiles status reports to donors on grant programs
- Prepare correspondence, progress reports, and updates to donors
- Coordinate all requirements with donors, such as acknowledgements, the annual report, and other correspondence
- Perform additional responsibilities as assigned

Qualifications

- **Education/Experience**
 - Bachelor's degree from an accredited university
 - 5 years of fundraising experience in a higher education environment (preferred)
- **Critical Professional Skills**
 - Proven track record of success as a grant writer
 - Demonstrated ability to cultivate effective relationships with representatives of donor organizations
 - Ability to meet deadlines with competing priorities
 - Excellent written and oral skills, and ability to develop clear and concise documents and presentations
 - Excellent interpersonal skills, on the phone and in-person
- **Technical Skills**
 - Proficient with Windows-based software including presentation and spreadsheet software; ability to learn database management packages.
 - Knowledge of Salesforce preferred
- **Additional Requirements**
 - Flexible to work weekends and/or extended work days, as required
 - Availability to travel as necessary. This position may require up to 20% travel during various intervals of the year

Other Criteria

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires:

- Constant sitting or standing,
- Some walking around, and
- Occasionally lifting no more than 10 lbs.

To Apply: Email resume, portfolio/work samples, references & cover letter to employment@hsf.net