



HISPANIC SCHOLARSHIP FUND

Position: Executive Assistant
Reports to: Chief Development Officer
Location: 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, the Fund has awarded over \$500 million in scholarships and provides a range of 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

The Executive Assistant provides administrative and logistical support to the Chief Development Officer, primarily by serving as a key contact for internal and external constituents. Responsibilities may include screening calls; managing calendars; making travel, meeting, and event arrangements; preparing reports; and assisting and supporting the development department team members, as requested. This position requires strong computer, database (Salesforce) and internet research skills, flexibility to adjust to performing a range of tasks, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters is required.

Job Requirements

Key Responsibilities

- Manage the Chief Development Officer's calendar
- Complete event registrations and arrange travel plans for the Chief Development Officer
- Maintain receipts and expense reports for Chief Development Officer
- Prepare materials and presentations for Development Committee meetings, donor cultivation meetings, and board and staff meetings
- Prepare meeting agendas, attend meetings, and prepare minutes for Development meetings

Administrative

- Prepare (composition) and edit correspondence, reports, and presentations
- Maintain electronic and hard copy filing system
- Check mail daily for donations and send out funds-received notices to staff
- Update the donor database and prepare acknowledgment letters
- Draft and finalize donor correspondence for the Chief Development Officer
- Coordinate meetings with donors and stakeholders

Additional

- Provide support for special projects, and assume responsibility for the development, administration, and promotion of these, as needed by the department
- Perform additional duties and responsibilities, as required

Qualifications

Education/Experience

- Bachelor's degree from an accredited university preferred
- 3-5 years of executive support experience preferably in Development
- Minimum 1 year of experience in customer service environment

Equal Opportunity Employer

- Experience working effectively in a complex, multifaceted environment

Specific Professional Skills

- Customer service-oriented and proactive in anticipating and resolving problems
- Excellent judgment and creative problem-solving skills, including expertise in conflict-resolution
- Skill in setting priorities to complete a heavy workload within established time frames and deadlines
- Exceptional written and oral communication skills
- Proficiency in MS Excel and Word, Power point, and web research fluency

Fundamental Attributes

- Takes pride in working quickly and efficiently
- The knowledge, intellect, temperament and flexibility to work effectively in an intense, fast-paced, and high-performance environment
- Enjoys balancing a range of short- and longer-term tasks, on an ongoing basis
- Ability to listen perceptively and take appropriate action
- Principled, ethical, professional, and committed to exceptional work quality and standards
- Self-confident, can-do, upbeat, positive, and enthusiastic
- A high level of energy and initiative, with pride in doing fast, efficient, error-free work

Team-oriented

- Ability to manage diverse relationships and interact with all types of people, at all levels of an organization
 - Goes the extra mile in serving others and delivering a positive “client” experience, every time
 - Team player who values opportunities to collaborate with fellow team members

Additional Requirements

- Flexible to work weekends and/or extended work days, as required
- Ability to work in a start-up type of environment where information is not always structured and/or routinely available

Other Criteria

The physical demands described herein 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
- Occasionally lifting no more than 35 lbs.

To Apply: Email résumé and cover letter to employment@hsf.net