



## HISPANIC SCHOLARSHIP FUND

**Position:** Manager, Grants Compliance  
**Reports to:** Chief Marketing Officer  
**Location:** Gardena, CA

### 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](http://HSF.net).

### Role Description

The Grants Compliance manager holds the primary responsibility for successfully executing all grants throughout their lifecycles, according to, and in compliance with all relevant HSF and donor requirements. This individual reports to the Chief Marketing Officer. The successful performance in this role will depend on effective written and oral communication with internal HSF departments and external donors. The position requires tracking of all grant requirements, informing HSF management when there is a risk of not meeting grant requirements, and creating reports that meet all grant reporting deadlines.

### Job Requirements

- **Key Responsibilities**
  - Monitor the complete life cycle of grants
  - Manage the data maintenance for all grants, ensuring the accurate description of grant intentions and restrictions (program and scholarship), pledge payment schedules, etc.
  - Review new funding proposals to ensure they are adequately reviewed by all appropriate internal parties, are operationally feasible, and are consistent with agreed-upon organizational, financial, and timeline guidelines
  - Review and verify all grant summary descriptions for correctness and consistency with the approved/signed grant agreement
- **Periodic**
  - Control, prepare and manage the generation of all periodic and final donor reports, including the design of reports; ensuring that they are presented to donors on a timely basis
  - On a periodic basis, help project managers understand the financial, timeline, and delivery status of all their programs
  - Make monthly recommendations to accounting for the release of temporarily restricted funds, once deliverables have been met
  - On a quarterly basis, review all grants with open balances and report on the status to ensure timely completion and accounting for such grants
- **Collaborative**
  - Communicate with Accounting, Development, Program and Scholarship Departments, to control and manage the timely execution of all deliverables (reports, acknowledgements, etc.) for all grants
  - Work with Scholarship and Program departments to ensure the timely use and spending of open grant funds

- **Additional**
  - Periodic generation of status reports on all open grants for HSF's leadership team and others
  - Input all grant agreements into Salesforce, including the proposal, fund usage, and installments
  - Create all grant narrative reports in a timely manner, obtain necessary approvals, and communicate to the appropriate staff for execution of narratives.
  - Create all acknowledgement letters to donors
  - Perform additional responsibilities as required

## Qualifications

- **Education/Experience**
  - Bachelor's degree in Finance or Accounting from an accredited university
  - 4 years of experience working in an administrative capacity related to funding from governmental, state, county, non-profit, and/or city funding agents or grants
- **Critical Attributes**
  - Must be enthusiastic, self-motivated, and possess the ability to execute with minimal direction
  - Meticulous attention to detail, with an overall passion for continuous improvement
  - Innovative and creative, with a logical and methodical approach to problem solving
  - Credible and articulate
  - Experience as a cross-functional team member
- **Fit With Professional Environment**
  - Enthusiastic about the value of teamwork and collaboration
  - Ability to prioritize, handles multiple tasks/projects, juggle changing deadlines, provide structure to team, and meet tight deadlines.
  - Ability to solve multiple problems at the same time
  - Ability to work in a start-up type of environment, where information is not always structured and/or routinely available
  - Ability to interact professionally with a diverse group of fellow team members at all levels, executives, managers, and subject matter experts, in a small team environment
- **Professional Skills**
  - Excellent analytical skills
  - Effective and excellent communication: written, verbal, and interpersonal, including presentation skills
  - Strong technical accounting skills required
  - Outstanding organization skills and strong listening skills
  - Able to maintain confidentiality of work-related information and materials
  - Strong proficiency in Excel, including knowledge of pivot tables and other financial functions
  - Proficient in industry standard websites development IDE's, applications, and software
  - Strong proficiency in Salesforce and MIP
- **Additional Requirements**
  - Must be flexible and available to attend meetings, presentations, and events outside the office as required
  - Flexible to work weekends and/or extended work days, as required

## 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 resumes and cover letter to [employment@hsf.net](mailto:employment@hsf.net)**

*Equal Opportunity Employer*