



HISPANIC SCHOLARSHIP FUND

Position: Manager, Partnerships & Programs
Reports to: Senior Director, Strategic Partnerships
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 nonprofit organization supporting Hispanic American higher education, HSF has awarded over \$550 million in scholarships to more than 75,000 exceptional individuals, and delivers a range of programs to students, parents, HSF Scholars, and Alumni. For more information about the Hispanic Scholarship Fund, please visit [HSF.net](https://www.hsf.net).

Role Description

The Manager, Partnerships & Programs reports to the Senior Director, Strategic Partnerships. This individual ensures the successful execution of HSF’s College 101 and College Camp programs, and supports the execution of all Student & Family Programs by enrolling school district and community-based partnerships, as well as securing the appropriate Subject Matter Experts (SMEs), session presenters, and speakers. This role will also support the organization’s recruitment strategies, including identifying key, strategic community partnerships and ensuring that these will deliver clear and measurable outcomes.

Responsibilities and Essential Duties

Key Responsibilities

- Manage the full logistics and operations for College 101s, College Camps, and related Student & Family Programs
- Prepare and maintain all budgets and financials related to the College 101s, College Camps and related Student & Family Programs
- Fulfill and execute all Student & Family Program sponsorship commitments to ensure benefits maximization and partnership renewal
- Serve as HSF’s principal representative for K-12 partnerships, maintaining and developing relationships with key external contacts, at large. Including:
 - Researching key influencers in K-12 communities, nationwide, for organization-wide purposes
 - Enrolling, tracking, and monitoring progress of relationships with key executive staff members of participating school districts, universities, and community-based organizations
 - Developing strategies and next steps for moving relationships forward
- Secure strategic partner, K-12 district leadership, university administrator, and CBO executive participation in HSF Briefings
- Leverage Advisory Council members for appropriate engagement opportunities as SMEs, volunteers, mentors, and in-kind contributors
- Recruit, confirm, and train the appropriate SMEs to deliver program content
- Support the stewardship and cultivation of key partnerships for Student & Family Programs

Collaboration

- Support the execution of all Student & Family Programs
- Support the recruitment efforts of all Student & Family Program initiatives
- Monitor the creation and enhancement processes for all Student & Family Program content

Additional

- A demonstrated commitment to serve the community with professionalism, courtesy, friendliness, consideration, and confidentiality
- Perform additional duties and responsibilities, as required

Required Qualifications

Basic

- Bilingual preferred
- Bachelor’s or Master’s degree from an accredited university
- Minimum 3 years of relevant experience
- Must be committed to the mission and vision of the Hispanic Scholarship Fund

Track Record

- Proven ability to develop personal connections with students, parents, and established career professionals
- Experience building local network
- Must be a gifted writer who can craft attention-getting messages and write catchy headlines, or develop promotional copy on the fly
- Experience working effectively in a complex, multifaceted environment

Professional Skills

- Excellent judgment and creative problem solving skills, including negotiation and conflict-resolution skills
- Strong networking and relationship management skills
- Exceptional writing, editing, and oral communication skills
- Proficiency in MS Excel and Word, and the ability to learn and manage various information system technologies

Personal Attributes

- The knowledge, intellect, temperament and flexibility to work effectively in an intense, fast-paced, and high-performance environment
- Ability to manage diverse relationships and interact with all types of people, at all levels of an organization
- Principled, ethical, professional, and committed to exceptional work quality and standards
- A high level of personal and professional confidence and sophistication
- A self-starter who is a stickler for detail and follow-up
- Upbeat, positive, and enthusiastic, with a high level of energy and initiative
- Team player with powerful leadership skills

Additional Requirements

- Must be flexible and available to travel nationwide 15%-25%, as required, and to attend meetings, presentations, and events outside the office
- 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 40 lbs.

To Apply: email resume and cover letter to employment@hsf.net

Equal Opportunity Employer