



HISPANIC SCHOLARSHIP FUND

Position: Manager of Local and Regional Business Giving
Reports to: Chief Development 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 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 \$470 million in scholarships and provides a range of ancillary 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 Manager of Local and Regional Business Giving will report to our Chief Development Officer. He/she will work to improve the organization's market position and achieve financial growth. This person will define long-term organizational strategic goals, build key local and small business relationships, identify business opportunities, negotiate and close business deals and maintain extensive knowledge of current market conditions. This individual will also work to maximize income and create revenue for the organization by analyzing and identifying growth areas; secure local and small business contracts for fundraising activity, and help expand HSF's growth, accordingly.

Job Requirements

- **Development**
 - Plan and execute a fundraising strategy targeted to a broad range of local and regional businesses and civic/faith organizations.
 - Constantly analyze market conditions and performance to identify and respond to new growth areas and opportunities
 - Identify and work to secure new local and regional business relationships to increase the number of sites available to conduct face-to-face fundraising
 - Lead the development of fundraising campaigns and ensure they reach targeted, Key Performance Indicators
 - Research new products and opportunities to further develop fundraising; develop innovative, regular giving campaign concepts; and implement approved campaigns
- **Additional**
 - Work closely with the advisory council to develop local supporters and expand local and small business giving by region
 - Develop and manage income, expenditure budgets, and non-financial targets
 - Monitor performance against targets, including reporting on monthly variance
 - Monitor Key Performance Indicators, including return on investment and percentage on invalid pledges received, and implement corrective actions to ensure key performance indicators are met or exceeded
 - Build roster for Sponsorship of local events, including but not limited to Alumni Hall of Fame (AHOF), LEA, LUNA, College Camp, etc.
 - Perform additional responsibilities, as needed

Qualifications

- **Education/Experience**
 - Bachelor's or Master's degree from an accredited university
 - Experience as a cross-functional team member
 - 3-5 years in fundraising and/or business development
- **Critical Attributes**

Equal Opportunity Employer

- Must be enthusiastic, self-motivated (entrepreneurial), 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
- Ability to get along with diverse personalities, tactful, mature, flexible
- Able to establish credibility and be decisive—able to recognize and support the organization's preferences and priorities
- Results-oriented, with the ability to balance varied business considerations in the process
- Willingness to work extended hours during the week and weekends when necessary
- **Fit With Professional Environment**
 - Ability to prioritize, handle multiple tasks/projects, juggle changing deadlines, provide structure to team, and meet tight deadlines
 - Capability to frame unstructured, complex, analytical problems
 - Ability to work in a start-up type of environment, where information is not always structured and/or routinely available
 - Ability to work in a small team environment and with all levels of staff and management
 - Ability to interact professionally with a diverse group of fellow team members, executives, managers, and subject matter experts
- **Professional Skills**
 - Excellent analytical skills
 - Effective and excellent communication: written, verbal, and interpersonal, including presentation skills
 - Outstanding organization skills, strong listening skills, and extreme attention to detail.
 - Able to maintain confidentiality of work-related information and materials.
 - Knowledge of successful business development and partnership activities
 - Knowledge of 'Face to Face' or Dialogue Fundraising techniques
- **Additional Requirements**
 - Up to 25% travel required
 - Flexible to work weekends and extended hours during the week

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 and cover letter to employment@HSF.net