



HISPANIC SCHOLARSHIP FUND

Position: Vice President, Corporate Development
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 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

The Vice President, Corporate Development will champion a comprehensive, strategic and integrated approach to secure, retain and grow significant revenue through corporate giving (WPG, CSR, Foundation, Talent and Marketing) and partnerships. Generate ROI for corporate partners helping them to achieve marketing, talent and corporate social responsibility goals. Grow and diversify corporate revenue streams, both core and new. You ensure that HSF achieves its fundraising goals. This individual will create, execute, and measure the success of a comprehensive fundraising strategy and will solicit major sponsorships and multi-year investments from corporations, businesses. The Vice President will effectively collaborate with other HSF team members to maximize contributions to HSF. This person will ensure proper and timely recognition of donors and ongoing stewardship, as well as safeguard accurate records and donor information within HSF database(s).

Job Requirements

Strategic/Leadership

- In collaboration with the Chief Development Officer and President & CEO, the Vice President of Corporate Development will create, execute, and update a comprehensive strategy for corporate giving which will include specific key performance indicators that will quantify success
- Manage fundraising and donor stewardship activities with the objective of growing funds that are raised annually with a particular focus on unrestricted funds
- Lead corporate giving in a manner that fully supports the development and execution of HSF's strategy
- Evaluate, design and oversee internal controls to safeguard donor data and ensure its integrity, and supplement with new policies and procedures, as necessary
- Promote a culture of high performance (results), integrity, and continuous improvement that values learning and a commitment to quality work amongst HSF staff and, specifically, the development team
- Serve as a member of the HSF management team and work closely with the President/CEO, Chief Development Officer, other senior executives, and the Board of directors to effectively execute HSF's strategic plan

Major Initiatives

- Achieve, or exceed, fundraising goals to ensure unrestricted funds are raised to support national and local/regional HSF events and programs
- Identify, cultivate and secure donor meetings, proposal submissions, and contributions, to support HSF's national work
- Work with board members and key HSF supporters to identify new opportunities and important contacts to build a broader and more diverse base of support

Department Oversight and Management

- Assist in developing and implementing timelines for projects and manages workflow internal to the department
- Review staff work assignments and evaluate individual and department performance
- Ensure department staff has clearly defined and communicated goals designed to advance and support the organization's strategic objectives
- Coach and mentor staff in the areas of problem solving, understanding the organization's philanthropic priorities, and developing strategies and goals for development and donor relations
- Lead a team of three and potentially five members.
- Develop, manage, and foster relationships with current, lapsed, and prospective donors to ensure that HSF achieves its fundraising goals
- Conduct all research on corporate donors and prospects, prepare comprehensive profiles and briefing materials for donor calls and visits, and manage all correspondence with, and reporting to, prospects and major donors

- Effectively communicate with active and prospective donors via telephone, in-person meetings, and in writing
- Write succinct and compelling emails, letters, proposals, reports, memos, and presentations that generate positive responses
- Perform other duties, as assigned

Events

- Secure sponsorship for existing local and national events
- Conceive, plan, and implement new approved events which are aligned with HSF's strategic growth strategy

Qualifications

Education/Experience

- Bi-lingual English/Spanish preferred
- Bachelor's or Master's degree from an accredited university
- Minimum 10 years of successful senior-level fund raising experience at a non-profit organization
- Must be committed to the mission and vision of the Hispanic Scholarship Fund

Track Record

- A successful track record of personally identifying, cultivating, soliciting, and serving as a steward of corporations in a fast-paced, results-driven environment
- Experience achieving aggressive cultivation, contact and submission goals leading to securing up to eight-figure gifts
- Proven ability to implement new initiatives that significantly increase revenue from corporate donors and inspire new donors
- Innovative thinker with discernable capability of transforming strategic thinking into action plans and results
- Demonstrated project management skills

Specific Professional Skills

- Excellent judgment and creative problem solving skills, including negotiation and conflict-resolution skills
- Experience working effectively in a complex, multifaceted environment
- Strong networking and relationship management skills
- Exceptional writing, editing, and oral communication skills
- Experience with sophisticated fundraising software and Salesforce is a plus

Personal Attributes

- The knowledge, intellect, temperament and flexibility to work effectively in an intense, fast-paced, and high-performance environment
- Strategic and creative visionary, with the drive and organizational skills necessary to ensure that strategies are implemented, objectives achieved, and success measured
- 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
- Stature, gravitas, and confidence to gain the credibility and respect of potential donors
- A high level of personal and professional confidence and sophistication
- Upbeat, positive, and enthusiastic
- A high level of energy and initiative
- Team player

Additional Requirements

- Must be flexible and available for approximately up to 25% travel, and to attend meetings, presentations, and events outside the office
- Flexible to work weekends and/or extended work days, as required

Additional 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.
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To Apply: email resumes, portfolio/work samples, references, and cover letter to employment@HSF.net