



HISPANIC SCHOLARSHIP FUND

Position: Vice President, Individual Giving
Reports to: Chief Development Officer
Location: Washington, DC or 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, Individual Giving will help HSF achieve its fundraising goals by building and managing relationships with individual donors from entry level to major gifts and planned giving. Fundraising with high-net-worth prospects and donors to maximize the ROI of the individual giving program is paramount. This individual will create and implement a strategic plan that incorporates digital fundraising, planned giving and midlevel giving opportunities for HSF. Central and to the program will be to identify and cultivate individual donors with significant giving capacity and this role will solicit gifts and multi-year investments from individuals, collaborating with other development team members to maximize contributions to HSF. The Vice President, Individual Giving will be responsible for the ongoing stewardship and timely recognition of donors' gifts, and will maintain, update, and 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 Senior Director of Individual Giving will develop, execute and update a strategy for individual giving (Digital, Planned Giving and Mid-Major Giving)
- Provide leadership for all aspects of HSF's individual giving program, including the management of a comprehensive strategy to implement highly ambitious long- and short-term individual giving goals
- Develop strategy for incorporating individual giving opportunities (Targeted direct mail, telemarketing and digital fundraising)
- Develop strategy for developing individual giving prospects/leads through financial planners, accountants, business managers, private bankers, and estate attorneys
- Oversee internal controls to safeguard donor data and ensure its integrity, and supplement with new policies and procedures, as necessary
- Lead individual giving in a manner that fully supports the development and execution of HSF's major gifts, planned giving, midlevel and digital giving strategies.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality

Major Initiatives

- Work with Board members and key volunteers to identify new prospects, communities in which they reside, and critical contacts, in order to build a broader, more varied, and more geographically diverse base of individual donors
- Lead and expand Alumni individual giving with a particular focus on securing \$1,000+ annual donations
- Establish and maintain a highly engaging donor cultivation cycle and gift stewardship program to ensure that new major donors are developed, existing donors are encouraged to upgrade, and all major donors benefit from a close relationship with HSF

Events

- Conceive, plan, and implement donor cultivation and recognition events and manage other fundraising events for individual giving in close cooperation/coordination with fellow development leaders
- Organize and lead corporate and community networking events to establish and deepen potential and current donor relationships, in close cooperation and coordination with fellow development leaders

Ongoing Tasks

- Oversee all research on individual prospects and donors, prepare comprehensive donor profiles and briefing materials for donor calls and visits, and manage all correspondence with, and reporting to, prospects and major donors

- Build and manage relationships with high-net-worth donors to maximize financial donations and help HSF achieve its overall fundraising goals
- Perform additional responsibilities as required

Qualifications

Education/Experience

- Bachelor or Master's degree from an accredited university
- Minimum 10 years of experience working in a strategic fundraising position at the Major Gifts or Individual Giving Director level
- 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 high net-worth individuals, in a fast-paced, goal-driven environment, with the stature, gravitas, and confidence to gain the credibility and respect of high-performing potential donors
- Proven ability to implement new initiatives that significantly increase revenue from individual donors and inspire new donors
- Innovative thinker with discernable capability of transforming strategic thinking into action plans and results
- Principled, ethical, professional who is committed to exceptional work quality and standards

Specific Professional Skills

- Experience in facilitating organizational change and development within a dynamic organization and in building, mentoring, and coaching a team
- 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, entrepreneurship, 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

- Must be flexible and available for approximately up to 30% travel, and to attend meetings, presentations, and events outside the office
- 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
- Experience as a cross-functional team member

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, portfolio/work samples, references & cover letter to employment@HSF.net

Equal Opportunity Employer