



## HISPANIC SCHOLARSHIP FUND

**Position:** Vice President, Regional Development  
**Reports to:** Chief Development Officer  
**Location:** East and West Coasts (Gardena, CA and Washington, DC)

### 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](http://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

Reporting to the Chief Development Officer, the Vice President, Development serves as a key team member and an active participant in making strategic decisions affecting the Hispanic Scholarship Fund. The Vice President, Regional Development will be assigned to represent the HSF in a geographic region. Coordinating with the HSF overall fundraising program, the Vice President of Regional Development will maintain and manage a personal portfolio (individuals, Foundations, corporations) of top prospects to identify, cultivate and solicit gifts to support HSF. You will be responsible for meeting an annual revenue target to advance the mission of the organization and assist donors in creating meaning in their lives through giving to the HSF. Strong knowledge and management of Resource Development CRM techniques, and other relevant programs and strategies, to ensure consistent, systematized development operations. The Vice President, Development will have also have primary responsibility for establishing and implementing the infrastructure needed to grow HSF’s budget through a well-functioning alumni network that actively supports HSF, stays engaged with HSF, and provides a range of benefits for its members; this position will review, edit and occasionally write and manage the grant proposals and compliance cycle; and cultivate in-kind and monetary support from community-based organizations, other non-profits, K-12 school administrators, universities and professional leaders.

### Job Requirements

#### Values & Principles:

- Committed to learning and understanding the vision and goals of the organization in order to become its advocate, ambassador and asker
- Committed to learning all services, work plans, and metrics of the of the department and organization
- Uphold the highest standards of donor/customer service for all constituents, in terms of speed of response, accuracy, record-keeping, and completeness

#### Leadership

- Works with leadership to develop and implement the organization’s mission, policies, strategies and operations
- Leads efforts to engage other departments in collaborative opportunities to advance the goals and initiatives of the organization

#### Major Responsibilities:

- **Development**
  - In collaboration with the Chief Development Officer, support all aspects of asset development, client acquisition, and cultivation of key relationships, and be responsible for overall planning, development,

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and management of the organization's relationships with individual donors and organizations, including cultivation, solicitation and stewardship of gifts

- Provide daily direction and management of the internal development team's operations, to maximize employee performance within their areas of responsibility, through project management, planning, organizing and implementing system processes.
  - Provide support to the CDO for the annual budgeting process, and assist in developing and overseeing budgets and timelines for projects and manage the department's workflow
  - Utilize strategic vision to implement annual work plans focused on outcomes, which align with and support the Strategic Plan
  - Interface with all departments in the organization and serve as the primary point of contact with the Finance and Scholarships Departments, working collaboratively to implement operational efficiencies and continuous improvement.
  - Develop systems to measure development operational efficiencies, and establish work procedures and processes that support organization and department standards, procedures, and strategic directives including providing on-time, quality briefings for executive visits.
- **Interdepartmental Collaboration and team Building**
    - Works internally to maximize inter-departmental communication, effectiveness and coordination
    - Encourages excellent employee morale and open communication with/between all members of the organization and staff
  - **General**
    - Perform other duties as assigned, dependent on organizational needs

## Qualifications

### Education/Experience

- Bachelor's degree from an accredited four-year college/university required
- 8-10 years related experience preferably in a financial services, trust, private banking, legal or nonprofit setting of comparable complexity, required
- At least 10 years' experience in the practice and management of client acquisition and experience with and responsibility for wealth management and philanthropic products
- Minimum 5 years sales and/or fundraising experience required. Proven experience in developing strategies for donor retention growth and recapture and proven success with complex requests is required

### Critical Attributes

- Fluency in speaking and writing Spanish, a plus
- Practical experience in philanthropy with demonstrated success in fund development and cultivation, and planned giving
- A strong knowledge of the full range of deferred giving vehicles and the tax laws as they relate to California charitable giving, required
- Thrives in a high-performance, intensely busy, non-linear environment
- Must be an enthusiastic team player who demonstrates exemplary, cooperative behavior with supervisors and coworkers, at all times, and serves a role model for this behavior

### Key Professional Skills

- **Leadership**
  - Ability to make well-reasoned decisions in the best interests of the organization for the present and future, and the ability to work collaboratively and effectively with individuals of diverse backgrounds
  - Outstanding team leadership skills, including motivation, organization, analytical, creative problem solving, social, and strategic
- **Management**
  - Proven ability to recruit, retain, motivate, develop talented individuals and engage them in the collaborative achievement of personal, departmental and organizational goals, required.
  - Ability to clearly communicate expectations and decisions
  - Capable of demonstrating good judgment and sensitivity, a must
  - Stature, gravitas, and confidence to gain the credibility and respect from the team

- **Communication**
  - Superior interpersonal, verbal, and written communication skills
  - Experience in communicating complex technical concepts, and cultivating or selling, to individuals of high net worth or their intermediaries
  - A proven capacity to develop relationships with donors, agents of wealth, and various professional services related to asset development is essential
  - Proven ability to communicate effectively with individuals of diverse backgrounds
- **Technology**
  - Internet competency and strong computer proficiency, including mastery of Microsoft Office software suite and a familiarity with database software, required
  - Willingness and ability to learn appropriate database, spreadsheet, and other computer programs
- **Project Management**
  - Strong organizational skills and attention to detail
  - Ability to prioritize work and adjust to multiple demands
  - Experience in creating and carrying out realistic timelines and project budget
  - Ability to take initiative, and follow tasks through to completion
- **Additional Requirements**
  - Must be flexible and available for approximately up to 25% travel, and to attend meetings, presentations, and events outside of 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 10 lbs.

**To Apply:** Email resume, portfolio/work samples, references & cover letter to [employment@hsf.net](mailto:employment@hsf.net)