



## HISPANIC SCHOLARSHIP FUND

**Position:** Analyst, Strategic Partnerships  
**Reports to:** Vice President, 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 not-for-profit organization supporting Hispanic American higher education, HSF has awarded over \$588 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)

### Job Description

The Analyst, Strategic Partnerships reports to the Vice President, Strategic Partnerships. This individual performs administrative duties to support the cultivation and stewardship of HSF’s Strategic Partnerships, as well as the successful execution of HSF’s Student & Family Programs by managing communications strategies and ensuring the fulfillment of sponsor deliverables. 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.

### Job Requirements

#### Key Responsibilities

- Effectively collaborate with other team members and with other departments to perform administrative support and accomplish programmatic and organizational goals.
- Follow established protocols, timelines, and systems, to maximize efficiency within HSF programs (and provide feedback to existing systems, and/or assist with the creation of new protocols if need be).
- Assist with programmatic and back-end logistics coordination to support HSF Strategic Partners, Advisory Council initiatives, and Student and Family Programs.
- Support event communication and branding through marketing responsibilities, including but not limited to: email invitations, phone communications, or creation of collateral materials (flyers, etc.)
- Support HSF’s efforts to establish 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
  - Maintain contact database via Salesforce and other data-entry tools
- Secure venues and support logistical preparations for HSF Briefings and Programs, as needed
- Perform other duties, as assigned

#### Collaboration

- Support the execution of all Student & Family Programs
- Support the recruitment efforts of all Student & Family Program initiatives

#### Additional

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

## Job Requirements

### Basic

- Bilingual preferred
- Bachelor's or Master's degree from an accredited university
- At least one (1) year of experience in working in event planning, community organizations, and logistical execution
- 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
- 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 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 30 lbs.

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

*Equal Opportunity Employer*