



HISPANIC SCHOLARSHIP FUND

Position: Analyst, 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 Analyst, Development reports to the Chief Development Officer and supports the Development Department in creating and executing strategies for programs and services that involve HSF’s major donors, strategic partners, and sponsors. This includes helping coordinate development activities involved with grant solicitation, sponsorships, and events. It also includes ongoing support of activating and managing the logistics of corporate and foundation partnerships, online corporate and foundation solicitations, as well as tracking and archiving critical partnership communications. In addition, this individual helps coordinate activities that cultivate and recognize HSF donors and provides support to HSF advisory council.

Responsibilities

Key Responsibilities:

- Research documents and maintain archives
- Track potential sponsors and donors
- Managing portfolios of current donors, including support for, and doing some donor research,
- Support grant writing, communication, proposal follow-up, and reporting for donor portfolios
- Working in collaboration with the Chief Development Officer and the Development team, help initiate, draft, and deliver proposals to foundations,
- Help prepare proposals for funding
- Working with programs, scholarships, and operations implementation teams to help ensure fulfillment of donor benefits and 100% compliance with donor requirements
- Help develop and implement proper cross-departmental strategies and actions designed to fulfill donor stewardship
- Perform additional cross-departmental, intra-department, and other projects, as assigned

Qualifications

Education/Experience

- Bachelor’s degree from an accredited university
- Minimum of 2 years of experience in non-profit development, with an emphasis on fundraising and grant writing, or commensurate experience in for-profit client sales, marketing, or business development

Specific Professional Skills

- Proven track record in managing donor, sponsor, and client portfolios
- Excellent verbal communication skills, strong strategic thinking, and outstanding writing, editing, and proofreading skills
- Outstanding organizational skills and attention to detail, as well as ability to prioritize multiple tasks/projects
- Action and results-oriented
- Willing to accept responsibility and accountability for achieving annual goals

Technical Expertise

- Proficiency in Microsoft Word , Excel, and PowerPoint required
- Experience with Well Screen, Blackbaud, Salesforce, and other databases, a plus

Critical Attributes

- Problem solving skills, ability to adapt to changing priorities to better serve donors and HSF’s objectives
- Resourceful and well organized
- Highly motivated and self-directed
- Skilled at developing personal connections

Equal Opportunity Employer

Additional Requirements

- Ability to travel and attend meetings and events
- May be required to work occasionally on weekends and/or extended work days

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
- Occasionally lifting no more than 10 lbs.

To Apply: Email resume and cover letter to employment@hsf.net