



HISPANIC SCHOLARSHIP FUND

Position: Director, Development Operations
Reports to: Chief Development Officer (CDO)
Location: Los Angeles, 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 nonprofit organization supporting Hispanic American higher education, HSF has awarded over \$550 million in scholarships to more than 75,000 exceptional individuals, and delivers a range of programs to students, parents, HSF Scholars, and Alumni.

Development Department Overview

The Development Department is responsible for all HSF fundraising activities including, corporate and small business giving (e.g. Fortune 1000 companies, small businesses, and local businesses), foundation giving (e.g. local family foundations and national foundations), and individual giving (planned giving, major gifts, mid-level giving, small and recurring giving, direct response giving, and digital giving). The Development Department is accountable for raising the funds required to successfully deliver on HSF's mission and vision.

Position Summary

The Director, Development Operations, is responsible for managing and tracking all aspects of HSF's fundraising pipeline; collaborating with HSF Technology team to ensure the completeness and integrity of all donor and financial data critical to the execution of HSF fundraising initiatives; and, in concert with HSF Finance and Accounting team, analyzing all fundraising initiatives, both past and present, to identify trends and opportunities that will lead to increased funding.

This position requires familiarity with non-profit fundraising; a comprehensive understanding of database management and, in particular, Salesforce; a demonstrated capability to perform complex data analysis; and demonstrated project management experience.

Responsibilities & Essential Duties

- Develop and track all aspects of fundraising pipeline for current and future years including tracking monthly, quarterly and annual goals
- Lead fundraising pipeline review meetings with the full team, as well as focused strategic reviews with the CDO, CEO, and, as needed, with Executive Team
- Create, refine, and oversee systems for prospecting, research, and pipeline development, including planning, leading, and following up on team meetings and discussions
- Manage and track all renewal, lapsed and new prospect proposals to ensure that necessary internal and external deadlines are met to maximize fundraising success
- Create and maintain reporting dashboards
- In collaboration with CDO and HSF Technology team, confirm accuracy and completeness of all donor data within HSF systems in order to optimize success of HSF fundraising initiatives
- In collaboration with CDO and HSF Finance and Accounting team, conduct regular analysis of the development pipeline and all fundraising initiatives to evaluate progress and results as well as to safeguard accurate projections for internal management, board committee communications and oversight, and board meeting reporting

Equal Opportunity Employer

Required Qualifications

- Bachelor's degree required
- 2-3 years of fundraising experience for a nonprofit organization
- 2-3 years of demonstrated supervisory, project management, and data analysis experience
- Demonstrated fundraising track record with increasing levels of responsibility
- Exceptional written, oral, and presentation skills
- Excellent critical and strategic thinking skills
- Experience with Salesforce, databases, internet-based prospect research
- Experience working in an intense, fast-paced, and high-performance environment
- Experience in and commitment to delivering exceptional customer service
- Ability to anticipate and resolve problems creatively
- Skill in setting priorities to complete a heavy workload within established deadlines
- A high level of energy and initiative, with commitment to exceptional standards and work quality
- Principled, ethical, and professional
- Ability to manage diverse relationships and interact with all types of people, at all levels of an organization
- Team player who values opportunities to collaborate with fellow team members
- Flexible to work weekends and/or extended work days, as needed

Other Criteria

The physical demands described below are representative of those required by an employee to successfully perform the essential functions of this job:

- Constant sitting or standing,
- Some walking around
- Occasionally lifting no more than 35 lbs.

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