



HISPANIC SCHOLARSHIP FUND

Position: Executive Assistant
Reports to: Chief Development Officer (CDO)
Location: 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 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. For more information about the Hispanic Scholarship Fund, please visit HSF.net.

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.

Executive Assistant Position Summary

The Executive Assistant is responsible for providing administrative and logistical support to the CDO and the development team (e.g. screening calls, managing calendars, making travel and meeting arrangements, preparing correspondence, and assisting and supporting the development department team members, as requested and as needed).

This position requires strong computer, database (e.g. Salesforce), and internet research skills; flexibility to adjust to performing a range of tasks; excellent interpersonal skills; project coordination experience, and the ability to work well with all levels of internal management and staff, as well as with vendors, stakeholders, prospective donors, and donors.

Responsibilities & Essential Duties

- Manage CDO's calendar and coordinate meetings with prospective donors, active donors and key stakeholders
- Coordinate and manage travel for CDO
- Maintain receipts and expense reports for CDO
- Draft and finalize correspondence for CDO
- Assist with the preparation of materials and presentations for development department related meetings
- Maintain electronic and hard copy filing system in accordance with organization procedures
- Maintain and update CDO Outlook records in accordance with organization procedures
- Maintain and update donor database (e.g. Salesforce), as needed, and in accordance with organization procedures
- Provide support for special projects, and assume responsibility for the development, administration, and promotion of these projects, as needed
- Perform additional duties and responsibilities, as required

Required Qualifications

- Bachelor's degree from an accredited university preferred
- 3-5 years of executive support experience, preferably in fundraising
- Exceptional written and oral communication skills
- Proficiency with MS Office Suite (e.g. Outlook, Word, Excel and PowerPoint)
- Proficiency with Internet-based 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
- Self-confident, can-do, upbeat, positive, and enthusiastic
- 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