HISPANIC SCHOLARSHIP FUND

Position: Manager, Programs & Events
Reports to: Vice President, Programs & Events
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.

Job Description
The Manager, Programs and Events will assist in the successful planning and execution of Hispanic Scholarship Fund programs, events, and fundraising initiatives. The Manager will be part of a team responsible for managing the day-to-day activities for program and event implementation and ensuring deadlines are adhered to. The ideal candidate must have the ability to manage multiple demands under pressure, interact with senior management, and pay strong attention to detail. This individual must be committed to HSF’s mission and vision for higher education and will report to and work directly with the Vice President, Programs & Events and multiple departments within the organization.

Job Requirements
Primary Responsibilities
- Research prospective venue locations and ensure program and event needs are met
- Manage venue database
- Perform event-related administration and reporting including compiling mailing and outreach lists, tracking event registration and guest lists, internal status and meeting updates, event metrics, and invoice tracking, etc.
- Develop and maintain databases and solid relationships with Scholars, volunteers, presenters, attendees, and educational and community-based organizations
- Draft event correspondence, website updates and other copy writing
- Review and ensure adherence to all project documents, contracts, and agreements, while seeking necessary feedback and approvals
- Perform additional duties and responsibilities, as required

Event-Related Preparation
- Secure quotes for catering, equipment rental, and audio visual needs
- Coordinate event logistics, timelines, and schedules
- Execute Scholar and program outreach and recruitment
- Assist in preparing and packaging event materials and signage
- Prepare event nametags, seating cards, gift bags, etc.
- Create program and event checklists for sponsor deliverables
- Delegate tasks and responsibilities to appropriate resources

Additional Event Day Responsibilities
- Event set-up (signage, event materials, tables and chairs), breakdown, and shipping
- Train and educate staff, interns, and volunteers on proper event procedures
- Serve as catering and vendor point of contact
- Provide support to event participants, as needed

Qualifications
Education/Training Required
- Bachelor’s degree from an accredited university
- 3-5 years in event management or project management experience in a related industry is considered a plus

Equal Opportunity Employer
Position-Specific Skills Required
- Demonstrated success in managing events, multiple priorities, tasks, and resources
- Proven track record of developing and executing event strategies and nurturing strong partnerships
- Experience working with community partners, diverse communities, and volunteers
- Demonstrate strong strategic, analytical, and creative problem-solving abilities
- Experience working effectively in a complex, multifaceted environment
- Strong networking, interpersonal, and relationship management skills
- Excellent verbal and written communication and organizational skills
- Proven project management skills, including effective use of related planning tools.
- Thorough knowledge of Microsoft Word, Excel and PowerPoint required
- Knowledge of relational databases (e.g. Salesforce, Eventbrite, Smartsheet, etc.) preferred

Leadership and Technical Expertise Required
- Comfortable in a fast-paced, lean, and high-performance environment, with the ability to manage multiple projects
- Proactive self-starter with the ability to work independently.
- A natural leader who thrives on responsibility and follow-through
- Good judgment and strong ability to set priorities, solve problems, and be resourceful under pressure
- 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
- Outgoing, upbeat, and positive personality with a high level of energy and initiative
- Team player with a passion for events and promotions
- Must be able to take directive instructions well and remain calm in stressful situations.
- Eager to take ownership and responsibility for actions, behaviors, and contributions

Additional Requirements
- Must be flexible and available for approximately up to 35% travel, and to attend meetings, presentations, and events outside the office
- Flexible to work weekends and/or extended work days, as required
- Possess valid driver’s license with acceptable driving record and insurance requirements

Additional 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
- Walking
- Lifting no more than 30 lbs.

To Apply: Email résumé, references & cover letter to employment@hsf.net