



HISPANIC SCHOLARSHIP FUND

Position: Manager, 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

Job Description

Reporting to the Vice President of Strategic Partnerships, the Manager is responsible for managing HSF's strategic partner research, recruitment, and engagement strategies. This will primarily be done by working with and through the organization's national network of Advisory Councils, as well as other key stakeholders, including corporate partners, non-profit organizations, professional associations, and academic institutions. This individual utilizes targeted cultivation and stewardship activities in key markets, to further promote HSF's mission and fundraising strategy.

Job Requirements

Strategic Partners

- Manage the cultivation and stewardship of existing educational and community contacts
- Conduct regular partner recruitment and engagement calls
- Research new contacts and maintain database of strategic partners, nationwide
- Develop metrics and sustainable accountability measures to strengthen partnerships
- Leverage Advisory Councils to identify key contacts across HSF markets

Advisory Councils

- Serve as the liaison between Council members and HSF by managing Advisory Council communications, including email updates, in person meetings, and conference calls
- Facilitate the work of the Advisory Councils by providing overall leadership and direction and by leveraging internal departments/key staff, as needed
- Manage nationwide efforts for scalable impact and engagement programs, i.e. Road to College
- Ensure proper follow-up with potential Advisory Council members

Collaborative

- Collaborate with senior staff in identifying leads for development contacts, strategic partnerships, and advisory Council members
- Collaborate with programs & events department to ensure event logistics are planned for and coordinated including technology, room set up, food and beverage, etc.
- Collaborate with Development and Marketing to ensure all Council-related communication and content are fully aligned with HSF's messaging and positioning

General

- Recruit and onboard new Council members
- Maintain record of active Council members, demographics, and metrics in salesforce and HSF.net
- Develop meeting schedules and prepare meeting materials

Additional

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

Qualifications

Basic

- Bachelor's degree from an accredited university
- Educational background in public relations and /or marketing preferred
- Minimum 5 years of relevant experience
- Must be committed to the mission and vision of the Hispanic Scholarship Fund

Track Record

- Proven ability to develop personal connections with both community organizations and senior executives
- Experience building local network
- Experience working with a CMS, and must be proficient in the essentials of SEO and web data analytics
- Experience working effectively in a complex, multifaceted environment

Professional Skills

- Excellent judgment and creative problem solving skills, including negotiation and conflict-resolution
- Strong networking and relationship management skills
- Exceptional writing, editing, and oral communication skills
- Strong management skills and a sophisticated understanding of social protocols
- Ability to interpret and apply statistical data in daily decision making
- Proficiency in MS Excel and Word, Project, Adobe Acrobat PDF, database use and manipulation, web research fluency, 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
- Strategic and creative visionary, with the drive and organizational skills necessary to ensure that strategies are implemented, objectives achieved, and success measured
- 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 for approximately up to 25% travel, 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 20 lbs.

To Apply: email resume & cover letter to employment@hsf.net