Position: Manager, Workplace Giving
Reports to: Director, Corporate Development
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 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, the Fund has awarded over $470 million in scholarships and provides a range of ancillary programs for students, HSF Scholars, Alumni, and parents. For more information about the Hispanic Scholarship Fund, please visit: HSF.net

Job Description
Workplace Giving allows employees of companies to support the Hispanic Scholarship Fund’s mission through payroll deductions or annual gifts that are matched by the companies they work for. The Manager, Workplace Giving will report to HSF’s Director, Corporate Development. This position will help HSF establish and grow a robust, nationwide workplace giving program for HSF and increase awareness of workplace giving opportunities amongst employee resource groups. The manager will collaborate with our Director of Corporate Development and staff to enhance corporate partnerships, while working to increase the level of participation in payroll deduction programs.

Job Requirements
- Development
  - Plan and execute a fundraising strategy targeted towards workplace giving at corporations and develop tailored plans for each account, as appropriate
  - Develop effective understanding of the corporations’ Corporate Social Responsibility needs and identify areas that will further a Workplace Giving partnership with HSF by connecting with their needs
  - Retain and renew existing client accounts
  - Develop strategic partnerships with existing key accounts
  - Develop new business revenue opportunities within existing accounts
  - Establish client relationships with new key accounts in order to increase workplace giving revenues
- Additional
  - Identify important business needs of corporate clients; effectively communicate those needs within the organization to management
  - Organize, plan, and prioritize tasks and resources to accomplish defined objectives
  - Manage delivery of services to achieve high levels of client satisfaction
  - Additional responsibilities as needed

Qualifications
- Basic
  - Bachelor’s or Master’s degree from an accredited university
  - Experience as a cross-functional team member
  - Must be committed to the mission and vision of the Hispanic Scholarship Fund
- Personal Attributes
  - The knowledge, intellect, temperament and flexibility to work effectively in an intense, fast-paced, and high-performance environment

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o Strategic and creative visionary, with the drive and organizational skills necessary to ensure that strategies are implemented, objectives achieved, and success measured
o Ability to manage diverse relationships and interact with all types of people, at all levels of an organization
o Principled, ethical, professional, and committed to exceptional work quality and standards
o Stature, gravitas, and confidence to gain the credibility and respect of potential donors
o A high level of personal and professional confidence and sophistication
o Upbeat, positive, and enthusiastic
o A high level of energy and initiative
o Team player

• **Fit With Professional Environment**
  o Ability to prioritize, handle multiple tasks/projects, juggle changing deadlines, provide structure to team, and meet tight deadlines
  o Capability to frame unstructured, complex, analytical problems
  o Ability to work in a start-up type of environment, where information is not always structured and/or routinely available
  o Ability to work in a small team environment and with all levels of staff and management
  o Ability to interact professionally with a diverse group of fellow team members, executives, managers, and subject matter experts

• **Professional Skills and Specialized Knowledge**
  o Excellent judgment and creative problem solving skills, including negotiation and conflict-resolution skills
  o Experience working effectively in a complex, multifaceted environment
  o Strong networking and relationship management skills
  o Exceptional writing, editing, and oral communication skills
  o Experience with sophisticated fundraising software and Salesforce is a plus
  o Proven performance in sales, donor relations, strong outside sales, cold-calling and relationship-building skills
  o Exemplary skills in Microsoft word, excel, outlook, power point, or other customer relationships (CRM)
  o Knowledge of successful business development and partnership activities
  o Knowledge of “Face to Face” and “Dialogue” fundraising techniques
  o Demonstrated knowledge of fundraising or outside sales

• **Additional Requirements**
  o Must be flexible and available for travel if required, and to attend meetings, presentations, and events outside the office
  o 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 10 lbs.

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

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