



Position: *Analyst, Strategic Partnerships*
Reports to: *Senior Vice President, Strategic Partnerships*
Location: *Gardena, CA*
Classification: *Exempt*

HSF Mission

HSF empowers families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional students as possible.

Operations Department Mission

The HSF Operations Department champions and defends HSF's commitment to being a leading and sustainable world class organization.

Accountabilities of the Position

The Analyst, Strategic Partnerships reports to the Senior Vice President, Strategic Partnerships. This individual is accountable for the cultivation and stewardship of partnerships and relationships in support of the fundraising, marketing, recruitment, and overall impact of the organization. This role also manages the communication and confirmation processes for the HSF Annual Meeting, the HSF Advisory Council Strategic Planning Meeting, and HSF Strategic Partner meetings and LUNA receptions.

Competency

Knowledge

- Knowledge, intellect, temperament and flexibility to work effectively in an intense, fast-paced, and high-performance environment
- Knowledge of processes aimed at ensuring integrity, consistency, and accuracy of all content and data

Skills & Abilities

- Thrives in a fast-paced, high performance, detail-oriented, team-based work environment
- Ability to effectively manage multiple tasks/projects and meet strict deadlines
- Exceptional and demonstrable leadership, interpersonal, and communication skills
- Must demonstrate sound judgment, integrity, and ability to maintain confidentiality
- Coachable

Credentials/Experience

- Bachelor's degree from an accredited university
- Minimum 1 year of experience working in community organizations and logistical execution
- Proficiency in Microsoft Word and Excel and the ability to learn and manage various information systems
- Experience in and commitment to delivering exceptional customer service

Commitment Expectations

- Flexible to work weekends and/or extended workdays, as needed
- Flexible to travel up to 30% of the time for meetings, presentations, and events, as needed

- While performing the duties of this job, the employee is regularly required to sit or stand for extended periods of time and occasionally lift no more than 35 pounds

Disclaimer

All responsibilities for this position are not included and may be adjusted over time with or without notice. Benefits provided may also be adjusted over time with or without notice. HSF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, gender identity, national origin, genetic information, marital status, disability or veteran status.

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