



Position: *Analyst, Grants & Compliance*
Reports to: *Manager, Grants & Compliance*
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 Operations Department champions and defends HSF's commitment to being a leading and sustainable world class organization.

Accountabilities of the Position

The Analyst, Grants & Compliance, is accountable for the timely and accurate completion of all grants and compliance related reports; assisting with the maintenance of HSF's fundraising pipeline; and providing support for the cultivation of new partnerships – ensuring the continued financial growth and sustainability of HSF.

Competency

Knowledge

- Knowledge of grant writing, grant compliance, and grant administration
- Knowledge of data analysis and ability to provide insight and actionable recommendations to enhance the grant compliance process

Skills & Abilities

- Thrives in a fast-paced, high performance, team-oriented, 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

Credentials/Experience

- Bachelor's degree from an accredited university
- Advanced Proficiency with Microsoft Word, MS Excel, PowerPoint and Outlook
- Strong data analytical skills and data visual presentation capabilities
- Salesforce experience is a plus

Commitment Expectations

- Flexible to work weekends and/or extended workdays, as needed
- Flexible to travel up to 10% 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