



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

Organizational Context

Founded in 1975, the Hispanic Scholarship Fund (HSF) empowers Latino families with knowledge and resources needed to successfully complete a higher education, and provides scholarships and support services to as many 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 Director, Strategic Partnerships supports the Strategic Partnerships team and 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 position reports to the Senior Vice President, Strategic Partnerships and supports the Operations Department.

Competency

Knowledge

- A successful track record of identifying, cultivating, soliciting, and serving as a steward of public and private organizations in a fast-paced, results-driven environment
- Establishing and maintaining relationships with individual donors and prospects, securing mid-level donations (\$250 - \$2,500)
- Database management to ensure 100% accuracy of information and pipeline tracking across varying types of projects and accounts
- Development and execution of communication calendars to drive donations, support marketing efforts, and share information and resources
- Event planning and execution for live and virtual events ranging in size from 15 to 100 people
- Innovative thinker with discernable capability of transforming strategic thinking into action plans and results

Skills

- Excellent judgment and creative problem-solving skills, including negotiation and conflict-resolution skills
- Experience working effectively in a complex, multifaceted environment
- Strong networking and relationship management skills
- Exceptional writing, editing, and oral communication skills
- Proficiency in MS Excel and Word, Adobe Acrobat PDF, database use and manipulation (i.e. Salesforce), ESP technology (ie. Marketo), web research fluency, and the ability to learn and manage various information system technologies

Abilities

- 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
- Stature, gravitas, and confidence to gain the credibility and respect of potential donors
- A high level of personal and professional confidence and sophistication
- Upbeat, positive, and enthusiastic
- A high level of energy and initiative
- Team player

Credentials/ Experience

- Bi-lingual English/Spanish preferred
- Bachelor's or Master's degree from an accredited university
- Minimum 5 years of successful relationship management and fundraising experience at a non-profit organization
- Must be committed to the mission and vision of the Hispanic Scholarship Fund

Commitment Expectations

- Must be flexible and available for approximately up to 25% travel, and to attend meetings, presentations, and events outside the office
- Extended workdays and weekends, as required
- This is a full-time, exempt position

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. The Hispanic Scholarship Fund is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

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
- Occasionally lifting no more than 10 lbs.

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