



**Position:** *Analyst, Grants & Compliance*  
**Reports to:** *Manager, Grants & Compliance*  
**Location:** *Gardena, CA*  
**Classification:** *Exempt*

### HSF Mission

HSF empowers students and parents with the knowledge and resources to successfully complete a higher education, while providing support services and scholarships to as many exceptional students, Scholars and Alumni 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 assisting with all tasks related to grant submission and grant compliance; supporting all other Groups and functions within the Operations department; and assisting with other organization-wide projects and initiatives, as needed.

### Competency

#### Knowledge

- Basic knowledge of database systems and processes
- Working knowledge of data entry and electronic filing system best practices

#### 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
- Ability to review and summarize compliance requirements in complex agreements, on a daily basis
- Ability to complete critical administrative tasks including: data entry, data cleanup, data retrieval, data upload, electronic file management, compiling basic reports, and conducting standard research.

### Credentials/Experience

- Bachelor's degree from an accredited university
- Advanced Proficiency with Microsoft Word, MS Excel, PowerPoint and Outlook
- 0-2 years experience (including internships) in administrative or similar data entry role
- 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
- Flexible to complete additional assignments depending on the needs of the organization
- 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](mailto:employment@hsf.net)**