



Position: *Manager, Strategic Partnerships*
Reports to: *Senior Vice President, Strategic Partnerships*
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 HSF Operations Department champions and defends HSF's commitment to being a leading and sustainable world class organization.

Accountabilities of the Position

The Manager, Strategic Partnerships is accountable for supporting the cultivation and engagement of a national network of supporters and donors; assisting with all tasks related to Strategic Partnerships, including Advisory Councils, strategic partners (K-12, higher education, associations, and CBOs), LUNA receptions, Scholar Celebrations and new group initiatives; and assisting with other organization-wide projects, as needed.

Competency

Knowledge

- Working knowledge of key principles of nonprofit fundraising (i.e. donor and prospect management)
- Understanding of best practices for successful event planning and execution
- Awareness of best practices in customer service

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
- Demonstrated track record of identifying, cultivating, soliciting, and engaging decision-makers at public and private organizations

Credentials/Experience

- Bachelor's degree from an accredited university
- Proficiency with Office365 (Outlook, Word, Excel, PowerPoint, Forms, Teams, etc.) Adobe Acrobat PDF, database use and manipulation (i.e. Salesforce), ESP technology (i.e. Marketo), web-based research, and videoconferencing applications (i.e. Zoom)
- 5-10+ years of experience in similar or related role
- Proficiency in Spanish or a second language a plus but not required

Commitment Expectations

- Flexible to work weekends and/or extended workdays, as needed
- Flexible to travel up to 65% 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