



Position: *Senior Analyst, Operations*
Reports to: *Vice President, Operations*
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 scholarships and support services 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 Senior Analyst, Operations, is accountable for supporting all Groups and functions within the Operations Department, including Analytics & Data Visualization; Communications; Fundraising; Grants & Compliance; Program & Event Planning; Research; Strategic Partnerships; and Volunteer Recruitment & Engagement, and assisting with other organization-wide projects and initiatives, as needed.

Competency

Knowledge

- Knowledge and/or understanding of project and task management
- Knowledge of research methods and data analysis to provide insight and actionable recommendations to enhance organizational processes
- Knowledge of record input and maintenance in Salesforce or equivalent CRM database

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
- 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 20% 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