



Fund Development Assistant

Founded in 1989, the Hispanic Foundation of Silicon Valley (HFSV) brings together thought leaders, corporate supporters and inspiring, on-the-ground advocates, dedicated to improving the lives and futures of Latinos in the region. The Fund Development Assistant will report to the Vice President, Fund Development, Marketing, and Impact (VP), and will provide general administrative and program support for the Development department. This is a new position at the organization.

Key Responsibilities:

- Manage the timely acknowledgement of gifts on a weekly basis and assure that all types of donations (cash, pledges, matching gifts, etc.) are properly documented and entered into Salesforce
- Work closely with the Finance Department/Office manager/Executive Assistant/FASS Liaison on incoming gift processes
- Maintain and administer a development calendar for both institutional and individual giving
- Achieve proficiency in Salesforce for development functions and to create reports
- Make sure donors data in Salesforce is up to date and accurate
- Under the guidance of the VP, identify and research potential corporate, foundation and individual donors
- Support VP with grant writing and reporting
- Collaborate with programs and finance staff to collect and use accurate program data and information (program descriptions, client demographics and outcomes data, staff information, budgets and expense reports) to inform grant proposals, reports and other resource development materials
- Assist with special events planning, preparation and execution, processing of RSVPs and other logistics
- Work closely with Interns and Fellows to achieve necessary tasks
- Provide support with marketing and communication needs when/if necessary
- Other duties as assigned

Experience, Abilities and Skills:

- B.A. required with a minimum of 1-3 years of experience in an area related to office administrative support, development, fundraising, project management or event coordination. Prior nonprofit work experience is a plus
- Exceptional skills in the areas of organization, attention to detail, time management, customer/client relations, ability to manage multiple tasks, define and set priorities and problem solve



- Self-Starter with a Donor-Centric Mindset. Ability to exercise good judgment with a customer-service mindset towards donor needs and to handle confidential and sensitive information with the utmost discretion
- Excellent reading, writing and grammar skills in English. Both written and verbal
- Excellent computer skills including Microsoft Office and the Google Suite
- Familiarity with donor management software and/or Salesforce preferred
- Demonstrated team player with a strong collaboration abilities
- Ability to take initiative with projects and to work independently
- Flexibility in schedule required
- Comfortable working under tight deadlines and delivering creative, high quality results
- Affinity with the mission of the Hispanic Foundation of Silicon Valley

This list of essential responsibilities and requirements is not intended to be exhaustive. HFSV reserves the right to revise this job description as needed to comply with actual job requirements.

Specifics:

- HFSV corporate office is located at 1961 The Alameda, San Jose, CA 95126. Must be within reasonable driving distance to San Jose, CA and have the capacity to work out of the corporate office.
- Schedule: general business hours, some flexibility for special projects & events.
- Currently the Foundation's office is open and we offer a hybrid work environment of three days in the office per week at a minimum. This policy may change
- Salary: commensurate with experience
- Noncash benefits include: Medical/dental/vision insurance, paid time off plus 11 paid holidays, supplemental insurance options, 401(k) with match
- Vaccine policy: HFSV is committed to providing our staff with a safe work environment and helping to promote the health of our community. As such, HFSV will require all employees to confidentially show proof of COVID-19 vaccination as a condition of employment, unless they are unable to receive the vaccine because of a medical condition or sincerely held religious belief or practice
- Please submit resumes to office@hfsv.org. Please include your LinkedIn profile, your resume, and a cover letter.
- The position will remain open until filled.

The HFSV is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.