



Alumni & Impact Relations Lead

The **Alumni & Impact Relations Lead** (AIRL) is a new position at the Hispanic Foundation of Silicon Valley. This position reports directly to the Vice President, Fund Development, Marketing, and Impact (VP) and oversees the analysis and reporting of HFSV's impact model across education excellence, leadership development, convening and engaging, and fund development which include being responsible for building and cultivating strong relationships with alumni of HFSV programs.

Key Responsibilities:

Alumni Relations:

- Develop the HFSV alumni program.
 - Plan and execute programs for HFSV Programs alumni.
 - Coordinate alumni events such as mixers, scholars events, and special recognition events for funders.
 - Promote alumni involvement in fundraising efforts such as events and benefit programs.
 - Identify potential donors and/or board members to the VP and the Board Nominating & Governance Committee for cultivation.
 - Identify new opportunities for program and or fund development partnerships
- Data collection and analysis.
 - Make sure data from program alumni is up to date in Salesforce.
 - Collect data from alumni on a regular basis and produce annual reports.
 - Track, summarize and analyze data in HFSV databases such as Salesforce.

Data analysis, reporting, and visual presentation of impact:

- Data analysis: Prepare data for analysis including building repeatable and well-documented processes to create new analyses of data; conduct data analysis for HFSV's programs and development impact tracking and identify patterns, questions, and areas for further analysis.
- Impact Reports: the AIRL will work on a portfolio of impact reports pertaining to HFSV's impact tracking and reporting. They will play a lead role in building out dashboards and related reports across programs and development to report various outcomes and metrics to the CEO and Board of Directors, as well as adapting systems and processes based on learnings thereafter.

Experience, Abilities and Skills:

- BA/BS, with minimum 3-5 years of experience in Program Management or Coordination
- Experience in program development, evaluation and analysis is preferred
- Exceptional computer skills (Microsoft Office, Google Suite, Salesforce, Databases, etc.)
- Problem solver
- Comfortable working under tight deadlines and delivering creative, high quality results
- Bilingual in English/Spanish preferred
- Confident communicator
- Excellent analytical skills, both quantitative and qualitative. Skill in project management, including event planning and meeting deadlines
- Skill to maintain confidentiality
- Customer service orientation

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.