

Fund Development Assistant

Founded in 1989, The Hispanic Foundation of Silicon Valley is dedicated to empowering the lives and futures of Latinos in Silicon Valley through community philanthropy, investment in educational excellence, leadership development, and the convening and engaging of the region's dynamic Hispanic community. Reporting to the Chief Development Officer (CDO), the Fund Development Assistant will offer comprehensive administrative and programmatic support to the Development department.

The Development Assistant plays a pivotal role by collaborating closely with the CDO to execute the development and fundraising plan. This involves employing best practices in philanthropic engagement, event coordination, and communications to foster and manage crucial supporter relationships. The role encompasses diverse tasks such as data management, communication drafting, event planning, donor research, grant writing, and providing assistance to the CDO as necessary.

This is an ideal role for someone who wants to gain experience a wide variety of development and fundraising functions while being mentored by a friendly, seasoned, and enthusiastic lover of the profession.

Key Responsibilities:

- Manage donor database (Salesforce) to assure consistent and accurate data including tracking donor and campaign records and producing reports.
- Ensure timely acknowledgment of gifts, document various donation types in Salesforce (cash, pledges, matching gifts, etc.), and maintain records.
- Prepare and support foundation grant request submittals as needed.
- Collaborate with the CDO to organize special events for donor engagement and fundraising, including the annual Hispanic Foundation Ball.
- Support event execution, including tracking responses, logistics and follow-up.
- Assist with marketing and communications to support fundraising strategies.
- Maintain and administer a development calendar for both institutional and individual giving.
- Identify potential corporate, foundation, and individual donors under CDO's guidance.
- Coordinate with colleagues across departments to optimize development endeavors, including collecting pertinent program data for grant proposals and reports.
- Work closely with Foundation interns and volunteers to achieve necessary tasks.
- Other duties as assigned.

Experience, Abilities and Skills:

- Familiarity with nonprofit fundraising strategies and cultivation techniques is preferred.
- Adaptable and growth-oriented mindset suitable for a fast-paced, results-driven environment.
- Bachelor's degree required, with 1-3 years of experience related to administrative support, development, project management, or event coordination; nonprofit experience is a plus
- Exceptional skills in: organization, attention to detail, time management, customer/client relations, ability to manage multiple tasks, define and set priorities and problem solve
- Strong organizational, detail-oriented, time management, and problem-solving skills.
- Self-starter with a donor-centric perspective, capable of handling sensitive information discreetly.
- Proficient in English, both written and verbal, with excellent reading, writing, and grammar skills.
- Strong computer skills, including Google Suite and Microsoft Office; familiarity with donor management software and Salesforce is a plus.
- Collaborative team player with demonstrated initiative and independent work abilities.
- Flexible schedule to meet fundraising goals, comfortable with tight deadlines and delivering high-quality outcomes.
- Alignment 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:

- This is a fulltime exempt position with a hybrid work environment, with at least three days in the office per week. This policy may change.
- HFSV corporate office is located at 1961 The Alameda, San Jose, CA 95126. Candidates must live in the San Francisco Bay Area within a reasonable commute time of our office and have ability to travel within Santa Clara and San Mateo counties.
- Standard business hours with flexibility for special projects and events as required. Numerous events take place during weekends and evenings. Occasional evening and weekend work required as needed.
- COVID-19 vaccination required unless exempt for medical or religious reasons.
- The compensation for this role is \$65,000-\$68,000 annually.
- Noncash benefits: Medical/dental/vision insurance, paid time off plus 11 paid holidays, supplemental insurance options, 401(k) with match
- HFSV supports a diverse and inclusive workforce. We are an Equal Opportunity Employer.

Application Submission:

Interested candidates are invited to submit their resumes to office@hfsv.org. Please include your LinkedIn profile, resume, and a cover letter.