



JOB ANNOUNCEMENT

PROGRAM MANAGER - WESTERN REGION SAN FRANCISCO, CA

ABOUT HISPANICS IN PHILANTHROPY

Hispanics in Philanthropy (HIP) is a transnational network of more than 500 grantmakers, donors, and philanthropic leaders committed to Latino communities in the United States and Latin America. HIP designs and manages wide-impact, multi-site philanthropic programs. Through its award-winning Funders' Collaborative, HIP has strengthened the capacity of more than 500 grassroots Latino nonprofits and leaders through grants and trainings in 15 sites across the United States. In Latin America, HIP funds community-based economic development projects that draw upon the resources of the Latino Diaspora. Hispanics in Philanthropy currently has a staff of 18, with its national headquarters based in San Francisco, regional offices in Miami, Mexico City, and New York, and staff and consultants located in several other sites.

In the Western region, HIP's programs include a variety of funder engagement and grantmaking activities. Through the Funders' Collaborative, HIP has recently made capacity-building grants for Latino-led nonprofits in New Mexico, Northern California, and Southern California. In collaboration with the Latino Community Foundation of Colorado of the Rose Community Foundation, HIP has engaged individual donors to support Latino communities in Colorado. In addition, HIP is preparing to launch two special grantmaking initiatives to strengthen San Joaquin Valley Latino nonprofits and Latino community health organizations throughout California. HIP also has an active membership base throughout the region.

POSITION OVERVIEW

The Program Manager - Western Region is responsible for: the leadership of HIP's funder engagement, grantmaking, technical assistance, and membership activities in the Western region; the oversight of all Western sites of the Funders' Collaborative, (currently Northern and Southern California, Colorado and New Mexico), and for the implementation of focused initiatives in Western sites, which currently include the San Joaquin Valley Capacity Building Initiative and the California Health Initiative. The Program Manager supervises local program staff and program consultants, and reports to the Director of U.S. Programs. The Program Manager - Western Region is based in HIP's San Francisco headquarters.

RESPONSIBILITIES

Fundraising and Partnership Development

- Identify and cultivate relationships with current and prospective funders and other partners.
- Oversee development of site- and initiative-specific content for grant proposals and reports.
- Fund raise for local initiatives and activities.

Funders' Collaborative for Strong Latino Communities

- Manage the Collaborative for the Western region, including direct oversight of current sites and the development and launch of new sites.
- Serve as key liaison for local site committees of funding partners and ongoing cultivation and maintenance of local funding partners throughout the region.
- Serve as HIP's primary representative for the Collaborative in the Western Region, including the execution of applicant information sessions, grantee convenings and other grantee focused technical assistance activities, funder briefings, and other presentations.
- Oversee grantmaking and grant monitoring in all active Collaborative sites in the Western region.

Focused Initiatives

- Oversee the implementation of focused initiatives in the Western region, including the Community Leadership Project to strengthen Latino organizations in the San Joaquin Valley and a partnership with The California Wellness Foundation to strengthen Latino community health organizations.
- Serve as liaison for funding partners and advisory committees of focused initiatives.

Membership

- Work with the Manager of Membership and Special Events to engage members and to implement key HIP membership events in the Western region.

QUALIFICATIONS

Entrepreneurial leader with proven ability to solve problems, manage relationships, and effect organizational change

- A commitment to the organization's vision and mission
- At least four years experience in strategic grantmaking and/or nonprofit management
- Bachelor's degree (in English or Communications, a plus)

- Experience with fundraising and partnership-building
- Excellent verbal and written communication skills
- Ability to be goal-oriented, focused and detailed, meet deadlines and juggle multiple tasks
- Ability to work as part of a team, while taking direct responsibility for follow through, and keeping both an eye on the big picture and a sense of humor
- A demonstrated commitment to high professional and ethical standards
- Ability to be flexible, not to be fazed by challenges and change
- Bilingual English/Spanish preferred
- Demonstrated proficiency in Windows, including word processing, database and spreadsheets
- Travel to different sites required

COMPENSATION: Commensurate with experience, with the possibility for growth based on performance results. Excellent benefits include medical, dental and vision insurance, as well as two weeks of vacation initially and up to nine days of sick leave.

To APPLY: Send cover letter, resume, four references and a brief writing sample to Cheryl Brownstein-Santiago at cheryl1@hiponline.org. The cover letter should include 2-3 examples of professional successes or accomplishments, and salary requirements.