

# PROGRAMS & DEVELOPMENT MANAGER

Hispanic Alliance | Alianza Hispana  
www.HispanicAllianceSC.com



## ABOUT US

The Hispanic Alliance is a 501c3 nonprofit based in Greenville, SC, advancing economic opportunity for the growing Hispanic population. We envision a vibrant and inclusive community where everyone has access to opportunities for success and prosperity, and our mission is to foster collaboration and connectivity among people, resources, and cultures to build a thriving community. We convene the largest collaborative network of individuals and agencies working together to increase access to resources and eliminate systemic barriers in four priority areas: Education, Health, Legal Services and Financial Stability. Our work developing the next generation of leaders through our Student Dreamer Alliance (SDA) fellowship has been recognized nationally and globally. We are a growing team of talented individuals who are passionate about our work and love people and collaboration. We are well known for our positive and entrepreneurial organizational culture, and our staff and volunteer network create the best work environment.

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## PURPOSE OF POSITION

The Programs and Development Manager plays a crucial role in enhancing the Hispanic Alliance's operational capacity to deliver our programs and ensure the sustainability of our mission. This position is responsible for overseeing and executing all aspects of the SDA fellowship and its expansion, supporting the coordination and implementation of existing programs, and providing donor and investor administration. The ideal candidate will be self-driven, highly organized, able to work independently and within a diverse team, and thrive in a fast paced environment.

## JOB RELATIONSHIPS

### External

- Works closely with SDA students and alumni, partner schools, moderators, and volunteers across the state.

### Internal

- Reports to the Programs Director and supports additional aspects of programs and HA network, as needed.
- Provides administrative support to the development team, Development Director, and Executive Director.

## FUNCTIONS AND RESPONSIBILITIES

### Student Dreamers Alliance (SDA) Management

SDA is a youth leadership accelerator designed to empower and magnify the voices of Dreamers, to increase awareness of education inequity and advocate for changes in state legislation to achieve equal access to public, post-secondary education for all youth.

This position will be responsible for managing all aspects of the program including:

- Ensure model fidelity and optimal season flow to maximize the fellowship experience.
- Coordinate closely with partner schools to build annual seminar schedules and facilitate participation of school staff in the sessions.
- Manage all aspects of the student recruitment and selection process including outreach, committee engagement, scheduling interviews, and keeping records.

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- Prepare all materials for each session (facilitator guides, run-of-show documents, reading guides, guest speaker prep guides, guest speaker bios, handouts) and ensure accessibility for students.
- Leads and coordinates all logistics for meetings and events for student success.
- Maintain accurate registration data, waivers, student records, and administer student evaluation after each session.
- Follow up with SDA participants on a regular basis to provide individual support as needed, link to resources and opportunities, and encourage participation in opportunities for advancement to ensure their success.
- Procure and manage cost-effective vendors, in-kind resources, and ensure prompt and accurate management of payments for vendors and partners.
- Conduct proactive alumni outreach, maintain updated student records, and facilitate connection to resources to help them succeed in their college journey.
- Grow the SDA network to identify opportunities to further students' leadership development and civic engagement.
- Build relationships with local employers to develop and build meaningful internship opportunities. Build and develop structure for a coordinated internship program.
- Leading outreach to institutions of higher education and developing strong relationships to facilitate student transition to postsecondary education.
- Manage expansion activities into other areas of the state.
- Produce a quarterly report on all program activities.

### Programs, Sustainability, and Growth

- Support the Programs Director in the administration, implementation, and reporting activities for all programs.
- Support monthly Community Teams and HA Network meetings and engagement as needed.
- Prepare and deliver bilingual community presentations.
- Work closely with program and fund development staff to ensure that programmatic commitments are met to comply with donor intent.
- Manage our CRM System and maintain updated records of donors and investors, as needed.
- Support planning and execution of seasonal campaigns.
- Collaborate with development staff to inform grant development and sponsorship proposals.
- Assist in the preparation of reports and presentations to partners and funders.

### ESSENTIAL QUALIFICATIONS/SKILLS

- Bachelor's Degree required
- Superb written and verbal communication skills
- Ability to work collaboratively with diverse groups and demonstrated commitment to social change work.
- Alignment with Hispanic Alliance values
- Familiarity and interest in leadership development, community impact, and civic engagement; working with college-aged youth, youth from low to moderate income, youth of color, and first-generation college students

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- Fluency in both English and Spanish
- Ability to travel within the state
- Excellent computer and software skills required, specifically, expertise with Microsoft Excel (including creation and maintenance of spreadsheets); Microsoft PowerPoint (including the development of dynamic PowerPoint presentations); Microsoft Word (including practical document layout, formatting, and design); Google Drive file management; and CRM platforms like eTapestry.
- Experience establishing organizational systems to improve efficiency and functioning in a changing environment
- Experience meeting deadlines while balancing multiple projects, including calendar management, travel arrangements, and event planning coordination.

### ARE WE A GOOD FIT FOR YOU?

The internal culture of the Hispanic Alliance is fast-paced, nimble, and highly collaborative. Our diverse team brings a wealth of lived experiences, perspectives, and skills to our work and share a passion for social change and equity. The ideal candidate for this position is an inclusive, adaptive, and empowering leader who loves to see others succeed and is able to foster trusting relationships and build excitement and support for our work.

### Skills that will help you thrive in this role include:

- Superior attention to detail and ability to manage multiple tasks
- Strong customer service orientation: patience, listening, resourcefulness, responsiveness, and attentiveness
- Comfort with change and ambiguity
- Creative problem-solving skills
- Polished, culturally competent interpersonal skills
- A desire to learn, a sense of humor, flexibility, and resilience
- Ability to work with diverse audiences and proven ability to interface with senior-level executives effectively
- Strong interest in and passion for community impact and social justice issues

### HOURS

This is a full-time, exempt position, which requires flexibility and some travel.

### LOCATION

Ideally this position will be based in the Upstate of South Carolina. However, candidates from the Charleston area are encouraged to apply.

### COMPENSATION/BENEFITS

\$45,000 - \$55,000 annually depending on experience + bonus based on achievement of goals. Health benefits available to full-time employees.

### TO APPLY

Email a resume and a cover letter\* stating why you are applying and what makes you a strong candidate for this job to [Jobs@HispanicAllianceSC.com](mailto:Jobs@HispanicAllianceSC.com) (deadline to apply is July 29, 2022).

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*\*Applications without a cover letter will not be considered for this position.*