



## **Job Brief:**

### **Grantmaking Analyst San Juan, Puerto Rico Office**

#### **Who We Are**

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through advocacy, capacity building, grantmaking, programs and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, and the environment. Values that drive our work include equality, fairness, diversity and empathy. Hispanic Federation is headquartered in New York and has offices in DC, FL, CT, NC, and in 2018 opened in Puerto Rico.

#### **Who We Seek**

The Hispanic Federation seeks a Grantmaking Analyst through the AmeriCorps VISTA program. This position will build capacity in our Puerto Rico Office and will assess how HF grants have supported the eradication of poverty in Puerto Rico. The Analyst will compile information on project deliverables and review quantitative and qualitative data to identify unmet needs.

Through research and analysis, the Analyst will improve, maximize, and augment the impact of the grantmaking program and policies. Additionally, the Analyst will conduct field visits to ensure and understanding of HF's work within low-income communities in Puerto Rico and better understand how to help close economic and social gaps in Puerto Rican underserved populations.

#### **Additional Job Responsibilities:**

- Read and analyze Hispanic Federation's grantee project reports, conduct follow up interviews with former and present grantees to determine, measure and document the immediate and long-term impacts of the grantmaking program.
- Develop tools to accurately document Hispanic Federation's investments and outcomes in Puerto Rico by focus area, such as sustainable agriculture, environment and green energy, economic development, community development, and other independent special initiatives from 2017-2020.
- Support activities related to the improvement of our grantmaking record-keeping systems, either in our virtual drive or other grant management systems, to ensure consistent and coherent, accessible data for streamlined reporting and review.
- Conduct site visits to present and former grantees in Puerto Rico to ascertain the current state of projects; assess, measure, and document how HF's investments have improved their work and advanced efforts to eradicate poverty.
- Interview key staff from HF grantee organizations; document the results of these visit thorough notes, video, and / or pictures; prepare reports as necessary.
- Revise the contents of HF's website to update projects descriptions, develop new and updated content for HF's social media platforms, focusing on ongoing work to eradicate poverty in Puerto Rico.

**Skills and Qualifications:**

- Bachelor's degree or a combination of credits towards attaining a bachelor's. degree and work experience
- Ability to analyze and interpret financial information
- Familiarity with grantmaking processes preferred
- Strong written and verbal communication skills
- Skills in the preparation of reports and dashboards
- General knowledge of Microsoft Office (Excel, Word, and PowerPoint) skills
- Ability to prioritize, multi-task, manage time well, and meet deadlines
- Well-organized and detail-oriented
- Professional and welcoming demeanor both in person and by email or phone
- Ability to maintain high degree of discretion and confidentiality
- Integrity and dedication to HF's Mission
- Sensitivity to the communities and audiences that HF addresses through its grants and programs
- Bilingual in Spanish and English (written and spoken) required.
- Must have a valid driver's license and be comfortable driving.

**Benefits:**

In partnership with the Corporation for National and Community Service (CNCS), AmeriCorps VISTAs placed with the HF Puerto Rico Office are given an allowance of \$15,001.50 for one year of service (as of August 15, 2021); will include a choice of healthcare allowance (\$8,550) or a health plan; and receive a choice of a year-end education award (\$6,345) or cash stipend (\$1,803).

Qualifying AmeriCorps VISTAs also receive the possibility of a relocation allowance, settling-in allowance (up to \$750), and childcare support

**To Apply:**

To apply, please email a cover letter and resume to Keyshla Marrero Lozada, Operations Manager, at [kmarrero@hispanicfederation.org](mailto:kmarrero@hispanicfederation.org) with "Grantmaking Analyst, AmeriCorps VISTA" in the subject line.

This is a full-time position based in our San Juan, Puerto Rico office as part of CNCS's AmeriCorps VISTA program. The position will report to the Grants and Contracts Manager. Must be available to interview in San Juan, PR. No Phone calls; only selected candidates will be contacted for interviews.