

SAN ANTONIO AREA FOUNDATION

JOB DESCRIPTION

DEPARTMENT IT	TITLE: Director of Technology	REPORTS TO: President/COO
DATE REVISED: May 10, 2017	DATE EFFECTIVE: May 10, 2017	EXEMPT or NON-EXEMPT? Exempt

THE FOUNDATION

The San Antonio Area Foundation, established in 1964, is San Antonio's community foundation. The Area Foundation makes grants from funds established by individuals, families, businesses or other entities to support charitable causes in our community.

Our core values are: Community, Integrity, Passion, and Excellence.

SUMMARY OF RESPONSIBILITIES

The Director of Technology will learn San Antonio Area Foundation's suite of software applications, including understanding their interrelationship and dependencies. The Director of Technology will work with vendors to maintain and support these applications, keep the applications current, perform upgrades and implement new features as released. The Director of Technology will collaborate with Finance and Operations, Grants, Programs and Services, and Development and Donor Services to maximize the impact and efficiency of software applications. The Director of Technology will manage all SAAFDN's databases including regular data maintenance and hygiene. The Director of Technology will collaborate with all stakeholders to evaluate and onboard new software.

COMPETENCIES/SKILLS

"The requirements listed below are representative of the knowledge, skill and/or ability required."

- **Must adhere to Core Values: Community, Integrity, Passion, and Excellence.**
- Interest in and ability to learn new software applications as required
- Proficient in using technology to create innovative solutions to problems
- Blackbaud Raiser's Edge, Financial Edge and NetCommunity experience preferred
- Knowledge of SQL Queries, Crystal Reports, and SSRS Reporting Services
- Advanced Microsoft Office skills, especially Excel
- Excellent oral and written communications skills
- Ability to communicate technology concepts to all stakeholders
- Ability to work collaboratively with staff members to define and complete projects
- Capable of managing and prioritizing multiple projects
- High integrity, ethics, and moral values, and unwavering support of the Foundation's mission and vision

QUALIFICATIONS

- 5-plus years relevant experience with progressive responsibilities in technology roles with mid to large-size companies, with nonprofit or foundation experience a plus - **Required**
- Bachelor's Degree in relevant field - **Required**

TASKS/FUNCTIONS

- Serve as the main point of contact for the Foundation's software applications
- Collaborate with all departments to design solutions to
- Work with all stakeholders to evaluate and onboard new software
- Create and implement a regular data maintenance schedule

- Create Standard, Crystal and SSRS Reports as requested by all departments
- Continually evaluate and improve processes related to technology
- Provide support for audit as requested by Finance
- Work with vendors to maintain, support, and keep applications current
- Collaborate with Communications to support email process
- Develop documentation related to application usage, configuration, processes/workflow, integration/interface requirements
- Foster innovation by providing guidance and encouraging the exploration of new tools, processes, and methodologies to enhance the Foundation's ability to accomplish business objectives
- Technical training for SAAFDN staff

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The San Antonio Area Foundation is an Equal Opportunity Employer.

TO APPLY Submit cover letter, resume and references to Arenda Burns, email: aburns@saafdn.org, with the job title in the subject line.