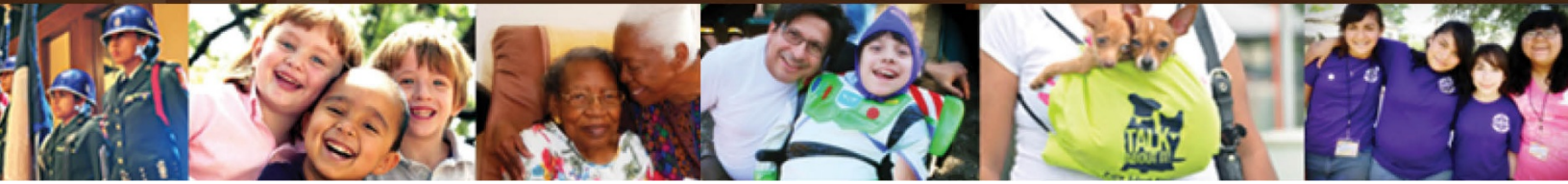




# San Antonio Area Foundation

Where Giving and Community Connect

...helping donors achieve their charitable goals for the greater benefit of the community.



<b>DEPARTMENT</b> Development and Donor Services (DDS)	<b>TITLE:</b> Data Entry Coordinator – Scholarships	<b>REPORTS TO:</b> Philanthropic Officer - Scholarships
<b>DATE REVISED:</b> January 24, 2019	<b>DATE EFFECTIVE:</b> February 1, 2019	<b>NON-EXEMPT</b> Annual Salary \$27 – 32k

## THE AREA FOUNDATION

The San Antonio Area Foundation has served as the sole, designated community foundation for the San Antonio area for over half a century, growing to become one of the Top 20 foundations in the nation based on asset size. The Area Foundation helps donors achieve their charitable goals, managing more than 500 charitable funds approaching \$1 billion in assets. Coordinating efforts with numerous area nonprofits, the Area Foundation serves as a collaborative leader, connecting donors to address key community issues and investing in our future. Since 1964, over \$400 million for scholarships and grants have been awarded to enhance the quality of life in our region. Learn more about your community foundation at [saafdn.org](http://saafdn.org).

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

## SUMMARY OF RESPONSIBILITIES

The Data Entry Coordinator is a full-time position, with duties that include but are not limited to: providing direct support to the Philanthropic Advisor – Scholarships and the Philanthropic Assistant, with the annual scholarship processes. Major areas of responsibility include becoming familiar with fund agreements, administering application processes, student records data entry, responding to telephone and email inquiries and creating scholarship applications using the Foundant software.

## COMPETENCIES/SKILLS

- **Must adhere to Core Values: Community, Integrity, Passion, and Excellence - Required**
- Excellent time management skills and ability to prioritize work
- Excellent communication and writing skills,
- Demonstrated experience taking initiative
- Adaptability
- Excellent interpersonal skills.
- Ability to work independently and with team members
- Excellent written, verbal, proofing and editing skills.
- Excellent Customer Service
- Ability to apply high-level multitasking with commitment to high-standards of quality
- Attention to detail and process while exhibiting strong problem-solving skills.

- Demonstrated ability to coordinate multiple schedules, coordinate logistics of meetings, and proactively maintain calendars.
- Ability to demonstrate professionalism while working with sensitive material and to maintain a variety of information and materials in an ethical and confidential manner.
- Proficiency in MS Office Suite products, including Microsoft Word, Excel, PowerPoint and Outlook
- Knowledge of office management systems, (ex. fax, copy machine, and scanning documents)

## **QUALIFICATIONS**

- Associate degree or at least two years of equivalent work experience – **(Required)**

## **TASKS/FUNCTIONS**

### **Scholarships**

- Understanding/knowledge of scholarship criteria in fund agreements.
- Create scholarship applications and distribution process, including creating grant records (data entry and imports), sending out award letters, receiving documentation from students and sending out transmittal letters with checks.
- Create and post future grant batches.
- Prepare and send all scholarship-related correspondence to students and universities
- Save back-up documents to student records.
- Create, update and post scholarship applications and evaluations in Foundant software; keep abreast of software updates.
- Serve as a resource for scholarship applicants, recipients and renewal students through email, telephone, website and social media.
- Conduct annual due diligence of colleges and universities and update Area Foundation records with new information.
- Assist with logistics for meetings to include reserving the room, preparing materials, compiling scores, and requesting AV equipment.
- Assist with annual scholarship events.
- Update school contact information annually for colleges and high schools through internet research and phone calls in counties identified in our scholarship fund agreements.
- In coordination with the Philanthropic Assistant, register for and attend scholarship fairs

### **General**

- Database management
  - Data entry
- Write and distribute email, correspondence memos, letters, and forms
- Event Planning
  - Assist in calendaring, organizing and scheduling meetings
  - Logistical support for meetings and events
- Provide correspondence (mailouts and letter writing)
- Arrange travel arrangements for company business (as applicable)
- Provide meeting notes (as applicable)
- Answer general phone inquiries using a professional and courteous manner
- Greet clients/vendors/ visitors to the organization upon arrival.
- Provide support for front desk when needed.
- Maintain electronic filing system for necessary documents.
- Communicate with stakeholders, and staff regarding events, trainings, etc.
- Other duties as assigned

## **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 [buresti@saafdn.org](mailto:buresti@saafdn.org) with the job title in the subject line.

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