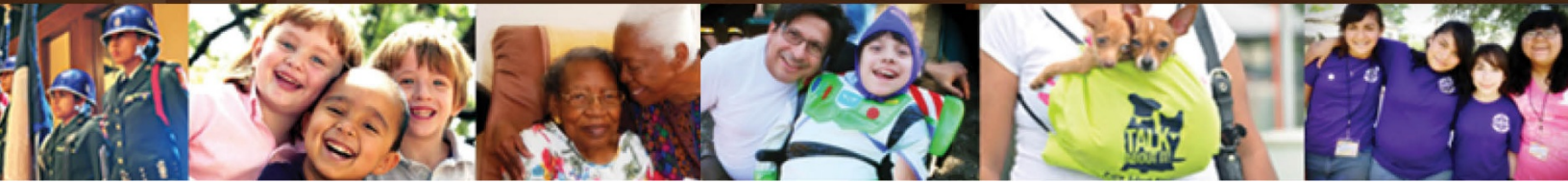




San Antonio Area Foundation

Where Giving and Community Connect

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



DEPARTMENT Community Engagement and Impact (CE&I)	TITLE: Senior Program Officer	REPORTS TO: Vice President, CE&I
DATE REVISED: December 27, 2018	DATE EFFECTIVE: January 15, 2019	EXEMPT Annual Salary \$74k

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.

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

SUMMARY OF RESPONSIBILITIES

The Senior Program Officer is a member of the of Community Engagement & Impact (CEI) team, reporting to the Vice President of CEI, is responsible for implementing and managing all aspects of the Foundation’s Annual Responsive grant making program and Board approved strategic initiatives. She/he must be knowledgeable about broad community issues and needs to assist in guiding the Area Foundation’s grant and programmatic investments as well as honor our donor’s intent in all aspects of our work. She/he is responsible for the work of the Grants Manager, and/(or) the Grant Assistant and any other personnel assigned to administer the grant program.

QUALIFICATIONS/COMPETENCIES

- **Must adhere to Core Values: Community, Integrity, Passion, and Excellence.**
- Bachelor’s degree or equivalent work experience; Master’s degree (**Preferred**).
- Minimum of 5 years of foundation, agency or philanthropic or other relevant work experience and 5 years management experience.
- Must exhibit a high-level of knowledge and application of best practices in grant making, community engagement, equity and impact.
- Strong interpersonal skills and ability to work with a variety of people within our community.

QUALIFICATIONS/COMPETENCIES (cont.)

- Knowledge of or aptitude to quickly learn Raiser's Edge (RE), Granted Edge (GE), Financial Edge (FE) and Foundant GLM (**Preferred**).
- Excellent oral and written communication skills.
- Strong analytical and organizational skills and the ability to organize work to meet deadlines.
- Ability to demonstrate professionalism while working with sensitive material and to maintain a variety of information and materials in an ethical and confidential manner.
- Ability to work effectively under pressure and in a fast-paced environment while contributing to the goals of team and organization.
- Strong customer service and the ability to work inclusively with people of diverse backgrounds and ethnicities.
- Strong research skills related to benchmarking national best practices.
- Core competencies expected: respect and value others; stakeholder focus; valuing diversity; inclusion and equity; ethics and values; collaboration; communication; and self-knowledge and resiliency.

KEY RESPONSIBILITIES/FUNCTIONS

- Direct and implement the Foundation's Annual Responsive Grant Making and strategic initiatives, programs, partnerships and activities with integrity and intentionality to benefit the San Antonio region in highly impactful ways which achieve our donors' philanthropic goals.
- Implement strategies for allocation of discretionary dollars which will significantly improve the lives of residents in the San Antonio area.
- Develop and maintain relationships with public and private organizations to develop a community-wide network to accomplish Foundation's strategic directions.
- Facilitate creation of and provide technical assistance to collaborations among organizations that emerge in response to strategic directions.
- Work with entire Community Engagement and Impact to recruit and support informed, diverse Community Advisory Committees and equip them with the training and tools to make excellent funding recommendation and decisions.
- Serve as principal contact for partners regarding grant process and arrange for technical assistance, funding priorities as needed, particularly regarding suitability of their requests and applications
- Contribute to design of evaluation strategies, metrics to ensure funding outcomes are achieved. Summarize, analyze and report impact across grant portfolio and strategic initiatives for internal and external use.
- Contribute to the implementation of program activities that go beyond traditional grantmaking to reflect the Foundation's commitment to community engagement and racial/social justice.
- Work closely with Communications Department to provide information for press conferences, newsletters, annual reports, website, social media and other public relations efforts.
- Assist with the communication of information and impact of Foundation's annual Responsive grant process and strategic initiatives – to policymakers, target communities, other funders and the general community.
- Work Closely with Development Department to develop and implement fundraising strategies and plans in support of the grant programs and community initiatives.
- Keep current on issues of importance to the Foundation by literature review, contact with social and professional communities, and participating in relevant learning opportunities.
- In alignment with the Leadership Competency Model, develop and implement a professional development plan for direct reports.
- Serve as a positive representative of the Foundation and an advocate of its programs to the broader community of donors, nonprofit organizations, educational institutions and funding entities.
- Contribute as a strong team member of the San Antonio Area Foundation staff and demonstrate the Core Values internally and externally.
- Other projects and 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. The employee occasionally may lift and move up to 40 pounds.

The San Antonio Area Foundation is an Equal Opportunity Employer.

TO APPLY

Submit cover letter, resume and references to pmejia@saafdn.org with the job title in the subject line.

The San Antonio Area Foundation is an Equal Opportunity Employer.