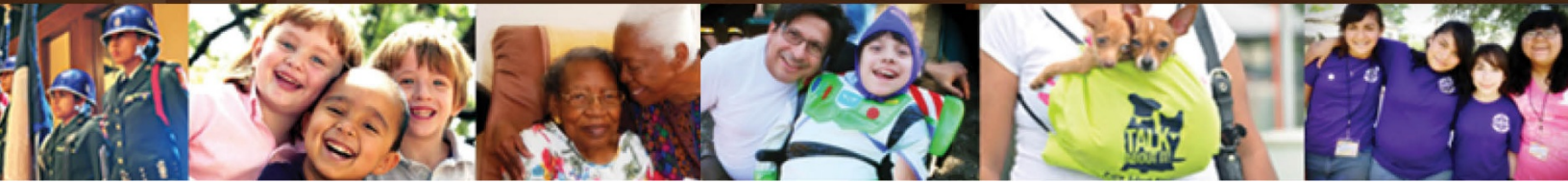




# San Antonio Area Foundation

Where Giving and Community Connect

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



<b>DEPARTMENT</b> Donor Development and Strategy & Innovation	<b>TITLE:</b> Administrative Assistant	<b>REPORTS TO:</b> VP of DDS and VP of S&I
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## 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 Administrative Assistant is a full-time position, hired by and directly accountable to the Vice President for Development and Donor Services and the Vice President for Strategy and Innovation. Primary areas of responsibility include: Administrative assistance and calendaring support to VP and Directors, management of tasks related to preparation and logistical set up of team and committee meetings; compiling and preparing reports and presentations needed; and other project support as needed.

## 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
- Attention to detail and problem-solving skills
- 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

- Administrative Assistant experience working for a department or team **(Required)**. Must exhibit a high level of integrity and confidentiality in a supporting a leadership level position, with at least 2 years of administrative assistant experience.
- AA or Bachelor's degree **(Preferred)**.

## TASKS/FUNCTIONS

- Database management
  - Data entry
- Organize and schedule appointments
- Write and distribute email, correspondence memos, letters, and forms
- Administrative Support and Other
  - Filing, faxing, scanning, copying documents
  - Submit/reconcile expense reports
  - Maintain and update contact list
- 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.

## 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.

## TO APPLY

Submit cover letter, resume and references to [aburns@saafdn.org](mailto:aburns@saafdn.org) with the job title in the subject line.

**The San Antonio Area Foundation is an Equal Opportunity Employer.**