

SAN ANTONIO AREA FOUNDATION JOB DESCRIPTION

DEPT./AREA: Grants, Strategic Initiatives and Capacity Building	TITLE: Vice President of Community Engagement and Impact	REPORTS TO: President and COO
DATE REVISED: November 7, 2017	DATE EFFECTIVE: December 2017	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.

SUMMARY OF RESPONSIBILITIES

The Vice President of Community Engagement and Impact is a member of the senior leadership team, reporting to the President/COO and providing executive leadership and strategic direction to shape and implement the Foundation's grantmaking programs and strategic initiatives. S/He responsible for the development and management of all aspects of the Area Foundation's discretionary grants and scholarship programs, Board-approved strategic initiatives, and capacity building initiatives to support nonprofit agencies. S/he must be knowledgeable about broad community issues and needs in order to effectively guide the Area Foundation's grant and programmatic investments as well as honor our donors' intent in all aspects of our work.

QUALIFICATIONS/COMPETENCIES

- **Must exemplify Core Values of Community, Passion, Integrity and Excellence.**
- Bachelor's degree (**Required**); Master's degree (**Preferred**).
- At least 5 years of foundation, agency or philanthropic experience, and 10 years of management experience (**Required**).
- Must exhibit a high level of integrity and competence in a leadership position and be able to lead a team effectively in developing and achieving annual stretch goals.
- Excellent interpersonal skills and demonstrated ability to interact with a variety of different people, including high-level community leaders.
- Excellent oral and written communication skills.
- Demonstrated ability to take initiative and contribute to goals of the leadership team, cross-functional teams, and external stakeholders in a rapidly growing environment.
- Demonstrated success in convening cross sector partnerships and driving to conclusion systems change strategies to address complex social issues.

KEY RESPONSIBILITIES/ FUNCTIONS

- Ensure that grants and scholarships are distributed with integrity and intentionality to benefit the San Antonio region in highly impactful ways which achieve our donors' philanthropic goals.
- Develop strategies for allocation of discretionary dollars which will significantly improve the lives of residents in the San Antonio area.
- Work with Area Foundation leadership team, committees and Board of Directors, John L Santikos (JLS) Trustees, and local community experts to refine, improve and implement grantmaking strategies.
- Manage and provide oversight of Community Engagement and Impact team to ensure successful execution of strategies and processes.
- Work with Community Engagement and Impact team to recruit and support informed, diverse Community Advisory Committees and equip them with the training and tools to make excellent funding recommendations and decisions.

- Ensure Community Engagement and Impact team provides information, technical assistance and clarification of Area Foundation funding priorities to grant seekers, particularly regarding suitability of their requests and applications
- Oversee development of an evaluation strategies, metrics, and system to ensure funding outcomes are achieved.
- Understand technology needs and software interconnectivity required to achieve population level results.
- Develop and sustain relationships within the community to ensure the Area Foundation is maintaining information on area nonprofit activities, priority community needs and ongoing funding partnerships.
- Develop annual work plan for Community Engagement and Impact Committee and John L Santikos Charitable Foundation Trustees and execute that plan, including coordination with all stakeholders necessary for decision-making
- Ensure that Foundation goals are being met through the Foundation's programmatic efforts, including grants, convening, capacity building, research, and evaluation.
- Envision and implement a full array of program activities that go beyond traditional grantmaking to reflect the Foundation's commitment to community engagement and racial/social justice.
- Oversee long-term programmatic initiatives in strategic areas approved by the Board of Directors and ensure that metrics and outcomes are diligently measured to inform stakeholders of progress and provide them with feedback and suggested course corrections.
- Oversee and drive the strategic planning processes necessary to narrow and define any new initiatives the Area Foundation considers introducing.
- Work with staff or ad-hoc committee(s) to define scope of work and approach to any new initiative.
- Work with staff and/or outside facilitators to manage and drive the initiative forward, including convening, nurturing of collaborative relationships in the community critical to the issue area, formation and support of steering committees and work groups, and development of indicators and measures to track and evaluate progress.
- Provide executive and administrative duties as needed.
- Develop and manage annual budget for multiple programs described above.
- Prepare reports for Area Foundation Board of Directors, JLS Trustees, Community Engagement and Impact Board Committee and other groups as requested and necessary.
- 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.

HOW TO APPLY

Email your resume and questions to Arenda Burns at aburns@saafdn.org

The San Antonio Area Foundation is an Equal Opportunity Employer.