



SAN ANTONIO AREA FOUNDATION JOB DESCRIPTION

DEPARTMENT Development and Donor Services (DDS)	TITLE: Junior Associate, Scholarship (CONTRACT POSITION – 1 year)	REPORTS TO: Director, Scholarship Programs
DATE REVISED: February 1, 2022	DATE EFFECTIVE: March 1, 2022	EXEMPT or NON-EXEMPT? Non-Exempt

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. The Area Foundation helps donors achieve their charitable goals for the betterment of the community, managing more than 500 charitable funds exceeding \$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 at saafdn.org.

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

SUMMARY OF RESPONSIBILITIES

The Junior Associate, Scholarship Programs is a full-time contract position, with duties that include but are not limited to providing direct support to the Director, Scholarship Programs for a scholarship program. Major areas of responsibility include but is not limited to becoming familiar with fund agreements, assisting with scholarship application processes, updating students records in various platforms, data entry, responding in a timely manner to telephone and email inquiries, creating process applications and forms, overseeing volunteer evaluator process and the scholarship award and distribution processes. The ideal candidate will need to be comfortable working in high-stress and fast-paced working environments, have superior attention to detail and be highly motivated.

COMPETENCIES/SKILLS

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

- **Must adhere to Core Values: Excellence, Passion, Integrity, and Community (Required)**
- Knowledge and use of office management systems, (ex. fax, copy machine, and scanning documents) **(Required)**
- Proficiency in MS Office Suite products: Microsoft Word, Excel, PowerPoint, Outlook **(Required)**
- Proficiency in Foundant application and database software (Preferred)
- Excellent oral and written communication skills
- Excellent time management skills and ability to prioritize work
- Ability to work independently and with team members
- Positive attitude, strong work ethic, and must demonstrate professionalism when working with sensitive material
- Strong customer service and ability to work with people of all backgrounds, ages, ethnicities, and sexual orientation

QUALIFICATIONS

- High School Diploma or GED **(Required)**
- At least two years of equivalent or transferable work experience in lieu of degree



TASKS/FUNCTIONS

- Understanding/knowledge of scholarship criteria in fund agreement(s)
- Build out and create applications annually or as needed for funds
- Receive documentation, i.e., transcripts from students and upload to application
- Sending out transmittal letters with checks
- Process scholarship checks for mailing – match check with transmittal letters, create and save backup documentation, and stuff, postage, and mail checks
- Ensure applicants meet fund criteria by completing due diligence of scholarship applications and editing as needed
- Reviewing, posting, and paying awards as needed or in absence of Director.
- Process cancellations/refunds/reissues for students
- Create and update new profile and grant records in CSuite for newly awarded scholarship recipients.
- Create committee evaluation reports for external scholarship processes
- Prepare payment reports for finance team as needed
- Prepare payment installment by approving and syncing data from SLM to CSuite and making necessary edits (college and student id)
- Serve as a resource for scholarship applicants, recipients and renewal students through email, telephone, website, and social media
- Assist with logistics for meetings to include reserving the room, preparing materials, compiling scores, and requesting AV equipment
- Complete due diligence for college and universities
- Update high school information through internet research and phone calls

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.

Please send cover letter and resume to jballesteros@saafdn.org.