

**SAN ANTONIO AREA FOUNDATION
JOB DESCRIPTION**

DEPARTMENT Administration	TITLE: Board Liaison	REPORTS TO: Chief Executive Officer (CEO)
DATE REVISED: September 23, 2022	DATE EFFECTIVE: September 23, 2022	EXEMPT or NON-EXEMPT? 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 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: Excellence, Passion, Integrity, and Community.

SUMMARY OF RESPONSIBILITIES

The Board Liaison is a full-time position that reports to and is directly accountable to the CEO. Primary areas of responsibilities include administrative and governance assistance to the Board of Directors and Board Committees and facilitating communication among the Senior Leadership Team (SLT) including the CEO, Board of Directors, and Board Committees.

COMPETENCIES/SKILLS

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

- Acts proactively to support the CEO with her relations with the Board of Directors and Board Committees,
- High competency in managing complex projects and tasks with commitment to high standards of quality and communications.
- Exhibits excellent interpersonal and communication skills and a demonstrated ability to interact with a variety of different people.
- Displays strong analytical/research skills and quick/concise writing abilities as well as a high attention to details.
- Exercises a professional approach in working with sensitive material and maintains a variety of information and materials in an ethical and confidential manner.
- Solves problems and handle complex tasks with tact and diplomacy.
- Leads board engagement activities with the Area Foundation’s Board of Directors and Board Committees.

QUALIFICATIONS

- Nonprofit Board relations experience preferred.
- Bachelor’s Degree or equivalent.
- Microsoft Office competency (Word, Excel, Power Point)
- Foundant software (Community Suite) experience preferred.
- Experience with Board portal such as Board Effect preferred.



TASKS/FUNCTIONS

- Serves as the point of contact for ongoing Board and Board Committee governance, administration, and operational matters.
- Coordinates Board and Board Committee meetings and materials with the CEO, Senior Leadership Team, Board Chair, and Board Committee Chairs that includes drafting agendas, requesting and reviewing meeting documents, taking minutes, and following up with the CEO and Senior Leadership Team on pending action items.
- Coordinates with other staff on meeting logistics including room reservation, meeting notification; meals, and other details.
- Maintains Board and Board Committee lists and contact information, manuals, documents, policies, and other materials related to the Board and Board Committees.
- Works with CEO and Senior Leadership Team on all matters related to Board development, governance, and engagement.
- Provides onboarding/reboarding and ongoing engagement opportunities for the Board and Board Committee members.
- Maintains the process for prospective Board of Directors members and Board Committee members in collaboration with the CEO, Board Chair, Governance Committee, Board Committee Chairs, and the Senior Leadership Team.
- Consults with CEO and Governance Committee on performance metrics for Board of Directors and Board Committee members including but not exclusive to individual, Committee, and Board member performance.
- Understands and interprets the Area Foundation's governing documents, policies, and procedures related to the Board and Board Committees for the CEO, Board, and Board Committee members.
- Undertakes special tasks and projects as requested by the CEO related to Board and Board Committee matters.
- 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. The employee occasionally may lift and move up to 40 pounds.

The San Antonio Area Foundation is an Equal Opportunity Employer.

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