



**SAN ANTONIO AREA FOUNDATION  
JOB DESCRIPTION**

<b>DEPARTMENT</b> Administration	<b>TITLE:</b> Executive Assistant to the CEO	<b>REPORTS TO:</b> Chief Executive Officer (CEO)
<b>DATE REVISED:</b> September 27, 2022	<b>DATE EFFECTIVE:</b> September 27, 2022	<b>EXEMPT or NON-EXEMPT?</b> 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](http://saafdn.org).

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

**SUMMARY OF RESPONSIBILITIES**

The Executive Assistant to the CEO is a full-time position that reports to and is directly accountable to the CEO. Primary areas of responsibilities include administrative assistance to the Chief Executive Officer and facilitating communication with the CEO to the Senior Leadership Team (SLT), staff, Board of Directors, and other internal and external audiences.

**COMPETENCIES/SKILLS**

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

- Acts proactively to support a high-level executive.
- Takes initiative and contribute to the CEO’s goals related to the Board of Directors, Board Committees, and the Area Foundation.
- Shows high competency in managing complex projects and tasks with commitment to high standards of quality and communication.
- Excellent interpersonal and verbal communication skills and a demonstrated ability to interact with a variety of different people.
- Displays excellent writing abilities.
- 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.

**QUALIFICATIONS**

- Executive Assistant experience required. Must exhibit a high level of integrity and confidentiality in an executive level supporting position with at least five (5) years of senior administrative assistant experience.
- Board relations experience preferred.
- Bachelor’s Degree preferred.
- Microsoft Office competency (Word, Excel, Power Point)
- Foundant software (Community Suite) experience preferred.



## **TASKS/FUNCTIONS**

- Manages the CEO's calendar by scheduling and prioritizing internal and external meetings, appointments, special events, speaking engagements, and travel.
- Acts as the CEO's "gatekeeper" for all phone and e-mail communications directed to the CEO.
- Collaborates with the Senior Leadership Team and other staff to develop talking points and remarks, coordinates all presentations and details for CEO speaking engagements, and schedules adequate CEO preparation time.
- Coordinates agendas and other information for meetings by collecting and finalizing materials for CEO to be briefed on meeting content and documents relevant to the meeting.
- Manages incoming and outgoing written and oral communications (external and internal) such as meeting requests, sponsorship requests, mail, voicemail, and invitations for the CEO.
- Records "CEO's documented, intentional, personal interactions (DIPs)" with donors, potential donors and other stakeholders in Community Suite.
- Maintains and updates contact lists, manuals, documents, and other materials for the CEO.
- Assists with correspondence (letters and emails) for the CEO as requested.
- Manages documents from staff and others that require the CEO's signature and/or approval.
- 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 [alinick@saafdn.org](mailto:alinick@saafdn.org).