



San Antonio Area Foundation  
Where Giving and Community Connect

**SAN ANTONIO AREA FOUNDATION JOB DESCRIPTION**

<b>DEPARTMENT</b> HRLD	<b>TITLE:</b> Learning and Development Coordinator	<b>REPORTS TO:</b> Chief Operating Officer
<b>DATE REVISED:</b> April 2023	<b>DATE EFFECTIVE:</b> April 2023	<b>EXEMPT or NON-EXEMPT</b> 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](http://saafdn.org).

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

**SUMMARY OF RESPONSIBILITIES**

The Learning and Development Coordinator assists the Area Foundation external and internal (nonprofit) training programs and resources for the Professional Development division. They will ensure effective operations of Learning and Development by responding to tasks consistently and efficiently. This role will also include general administrative and clerical support and related tasks to the HRLD team.

**COMPETENCIES/SKILLS**

- **Must adhere to Core Values**
- Strong critical thinking skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as data entry and maintaining electronic files.
- Ability to work independently.

**QUALIFICATIONS**

- Associate degree required; Bachelor's degree preferred.
- Minimum 5 years relevant work experience.



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## **TASKS/FUNCTIONS**

### **Nonprofit Training**

- Monitor learning and development trends impacting the local nonprofit community through surveys, focus groups, and other information gathering sources
- Work with Learning and Development team to assist in training goals
- Assist in coordination of programs in the professional development department
- Record training attendee numbers
- Evaluate presenter training delivery and course effectiveness of all professional development classes to measure learning outcome and application.
- Create and email completion certificates for all professional development classes.
- Help coordinate Summits and Special Events such as Board Day or Board Boot Camp, and Grant Writing and Fundraising Certificates.

### **Administrative Work**

- Serve as consultant to presenters, ensure presenters are meeting course objectives, and assist with day-of class needs.
- Provide general administrative and clerical support to the COO, including mailing, scanning, faxing, copying documents and materials, and submit and reconcile expense reports.
- Prepare and update documents to include processes, policies, and procedures for alignment and compliance.
- Perform data entry and scan documents as needed.
- Maintain electronic copies and manage filing system for same.
- Provide support for the front desk as needed. (Lunches, breaks, etc.)
- Assist with coordination of various committees and group meetings for both COO and HRLD department when needed.
- Complete all necessary logistics and prepare materials for staff/SLT related meetings.
- Act as the point of contact for the COO and coordinate both external and internal meetings.
- Maintain contact lists, manuals, documents, and materials associated with meetings.
- Communicate with volunteers and staff regarding assigned meetings and events.
- Prepare and modify documents including correspondence, reports, drafts, memos, and email communication on behalf of the COO.

### **Team Collaboration**

- Assist in hiring class facilitators.
- Analyze class surveys to evaluate training delivery and effectiveness.
- 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 resumes and cover letter to [aolinick@saafdn.org](mailto:aolinick@saafdn.org).



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