



SAN ANTONIO AREA FOUNDATION JOB DESCRIPTION

DEPARTMENT HRLD	TITLE: Administrative Assistant to Senior Leadership Team	REPORTS TO: Chief Operating Officer
DATE REVISED: February 2023	Date Effective: February 2023	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 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 Administrative Assistant is a full-time position and directly accountable to the Chief Operating Officer. The Administrative Assistant is primarily responsible for providing administrative assistance and calendaring support to the Senior Leadership Team, management of tasks related to preparation and logistical set up of team and committee meetings; compiling and preparing reports and presentations needed; and other project support as needed.

COMPETENCIES/SKILLS

- **Must adhere to Core Values**
- Excellent time management skills and ability to meet deadlines.
- Excellent communication skills.
- Demonstrates experience taking initiative to support leadership and staff.
- Attention to detail and problem-solving skills.
- Adaptability
- Excellent interpersonal skills.
- Ability to work independently and with team members.
- Excellent written, verbal, proofing and editing skills.
- Excellent customer service skills.
- Ability to multi-task and maintain a high standard of quality while working in a fast-paced environment.
- Demonstrates ability to coordinate multiple schedules, coordinate logistics of meetings, and proactively maintain calendars.
- Ability to demonstrate professionalism while working with sensitive material and to maintain a variety of information and materials in an ethical and confidential manner.
- Proficiency in MS Office Suite products, including Microsoft Word, Excel, PowerPoint, and Outlook.

- Knowledge of office management systems, (ex. fax, copy machine, and scanning documents).

QUALIFICATIONS

- Minimum of 2 years of administrative assistant experience working for a department or team **(Required)**.
- Associate's or Bachelor's degree **(Preferred)**.

TASKS/FUNCTIONS

- Performs data entry and scans documents as needed.
- Writes and distributes email, correspondence memos, letters, and forms.
- Submits and reconciles expense reports.
- Maintains and updates contact list.
- Assists in organizing and scheduling meetings.
- Provides logistical support for meetings and events.
- Arranges travel arrangements for company business (as applicable).
- Provides meeting notes (as applicable).
- Responds to general phone inquiries using a professional and courteous manner.
- Provides support for front desk when needed.
- Maintains electronic filing system for necessary documents.
- 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 annaolinick@saafdn.org.