THE SAN ANTONIO 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: Community, Integrity, Passion, and Excellence.

SUMMARY OF RESPONSIBILITIES

The Project Coordinator, Grants and Strategic Projects supports various programs and strategic projects within the Community Engagement and Impact (CEI) department. Primary areas of responsibility include managing tasks related to CEI events and capacity building programs, such as the San Antonio Equity Fellowship, and assisting with grant coordination and management of outside grants and contracts.

COMPETENCIES/SKILLS

- Must adhere to Core Values: Community, Integrity, Passion, and Excellence.
- Ability to demonstrate professionalism while working with sensitive material and to maintain a variety of information and materials in an ethical and confidential manner, with a strong commitment to equity.
- Ability to work effectively under pressure and in a fast-paced environment.
- Ability to build authentic relationships and work inclusively with people of diverse backgrounds and ethnicities.
- Strong communication and writing skills. Ability to communicate with diverse stakeholders, including team members, nonprofit professionals and organizational leaders.
- Strong organizational and time management skills to handle multiple projects simultaneously. Ability to prioritize tasks and meet deadlines.
- Strong analytical and problem-solving abilities. Ability to identify issues, evaluate options, and make informed decisions to overcome project challenges.
- Proficiency in Microsoft Office: Outlook, Word, Excel and PowerPoint.
- Strong analytical and organizational skills and the ability to organize work to meet deadlines.
- Ability to take initiative and contribute to goals of the team.
- Ability to adapt to changing project requirements and a dynamic work environment.

QUALIFICATIONS

- Bachelor’s degree. Work experience may be substituted for education.
- Minimum of 2 years of work experience in the areas of customer service, relationship management or nonprofit. Nonprofit experience strongly preferred.
TASKS/FUNCTIONS
Support and staff the San Antonio Equity Fellowship.

- Collaborate with the San Antonio Equity Fellowship design team to support and help define project scope, goals, and deliverables.
- With guidance from the Design Team, develop and implement project plans, including timelines, gathering and preparing resource documents, and coordinating guest speakers.
- Coordinate and schedule meetings (secure dates, send calendar invitations and agendas to attendees and schedule meeting location/rooms)
- Purchase program supplies, snacks and meals as needed.
- Assist with administrative tasks, as needed (expense reporting, credit card reporting, calendar management and phone support)

Support the Director of Strategy and Impact with strategic partnerships.

- Collaborate with the Directory of Strategy and Impact, Vice President of CEI and other stakeholders to design and implement investments from national funders, such as Blue Meridian Partners.
- Assist with gathering materials and information for grant proposals and reports.
- Assist with grant writing, as needed.
- Monitor grantee reports and deliverables, as needed.
- Participate in community conversations and initiatives.

Other CEI duties

- Assist members of the CEI team with coordination and scheduling of community events and convening with the nonprofit community, as needed.
- Assist members of the CEI team with ad hoc reports, as needed.
- Contribute as a strong team member of the San Antonio Area Foundation staff and demonstrate the Core Values internally and externally.
- 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.

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.