

SAN ANTONIO AREA FOUNDATION JOB DESCRIPTION

DEPARTMENT Community Engagement and Impact	TITLE: AmeriCorp VISTA Program Director	REPORTS TO: Managing Director of Collective Impact
DATE REVISED: October 2023	DATE EFFECTIVE: October 2023	EXEMPT

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.

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

SALSA SUMMARY

Successfully Aging and Living in San Antonio (SALSA) is one of the Area Foundation’s collective impact initiatives that it has helped to catalyze. The initiative’s primary purpose is to create a community where older adults are respected, thrive, and enjoy connected lives. Since 2016, a community of thought leaders, non-profit providers, area funders and resident senior leaders have provided strategic direction to shape the initiative’s vision, mission, and guiding principles through its governance structure.

SUMMARY OF RESPONSIBILITIES

The San Antonio Area Foundation SALSA Initiative is an intermediary for AmeriCorps VISTA (Volunteers in Service to America). The Program Director will be responsible for all aspects of site management, including orienting and supervising site personnel. The VISTA program director will create and oversee all aspects of VISTA project implementation including community outreach and needs assessment, project design, performance measurement and evaluation, financial management and reporting, project staff management, and AmeriCorps member recruitment, screening, orientation, training, and supervision. The program director is the key point of contact between the sponsor organization staff and the AmeriCorps regional office and assigned Portfolio Manager. They are responsible for submitting all federal reports and other requirements detailed in the VISTA Memorandum of Agreement, Terms and Conditions, Sponsor Handbook, and AmeriCorps VISTA policies and procedures. Program directors are also responsible for ensuring their projects align with VISTA’s mission and core principles.

COMPETENCIES/SKILLS:

- Computer literacy and comfort with online grant management platforms
- Strong planning, organization, and communication skills

QUALIFICATIONS:

- Advanced degree in business, education, policy, or related field preferred
- Experience with federal project or grant management
- Experience recruiting and managing volunteers and/or AmeriCorps members



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- Work experience in the areas of customer service, relationship management or nonprofit
- Nonprofit experience strongly preferred

ESSENTIAL RESPONSIBILITIES:

Planning and Organization

- Plan for the entire VISTA project award period
- Assess community needs and create a project that contributes to reducing poverty
- Prepare service site personnel for VISTA member recruitment, orientation, and support
- Prepare resources to support VISTA members throughout the project year (e.g., office space, project resources, adequate supervision, recommendations for local housing)

Communication

- Collaborate with community members to establish service project
- Conduct outreach to recruit qualified candidates for VISTA member placements
- Communicate project goals, structure, and VISTA member role to staff and community
- Communicate performance expectations to supervisor and VISTA members
- Communicate progress, accomplishments, challenges, and help needed with Portfolio Manager
- Multi-site and intermediary project directors: Liaise between host site supervisors and AmeriCorps and provide all front-line support to site personnel

Personnel

- Screen, interview, and recommend candidates for AmeriCorps service in the VISTA program
- Assign, prepare, and support appropriate supervisor for VISTA members
- Orient, train, support, and recognize accomplishments of project staff and VISTA members

Monitoring and Oversight

- Oversee project implementation and ensure compliance with VISTA requirements
- Track VISTA member service hours and prepare personnel and AmeriCorps members for transition at the end of the service year to ensure project sustainability
- Help resolve challenges or conflicts that may impact the VISTA project or members' success
- Maintain regular check-ins with members and/or service sites to monitor progress on VAD and determine when and how to provide support to sites and members

Evaluation

- Collect data on VISTA project performance measures
- Submit required federal reports on project and VISTA member accomplishments
- Evaluate VISTA member performance; provide direction, correction, and coaching to improve performance
- 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.



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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.

Compensation and Benefits • Company subsidized medical insurance • Company paid short- and long-term disability, group life, and AD&D insurance • Employee paid dental, vision, and pet insurance • Flexible spending accounts for medical and dependent care expenses • PTO 15 days plus 10 paid holidays • Paid Volunteer Time Off and Sick Leave • Simplified Employee Pension (SEP) - company contribution 6% of employee salary • 403 (b) retirement plan • Tuition reimbursement – up to \$5000/year • Discounted Santikos movie passes • Hybrid work schedule

The San Antonio Area Foundation is an Equal Opportunity Employer.

Please send resumes and cover letter to jpaccione@saafdn.org.