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 Data Entry Coordinator is a full-time temporary position, with duties that include but are not limited to: providing direct support to Philanthropy for Business, with grant processes focused on scholarship, employee hardship and disaster relief. Major areas of responsibility include becoming familiar with fund agreements, heavy data entry, responding to telephone and email inquiries, assisting employees to fill out applications during qualified disasters, electronic filing, and reporting.

COMPETENCIES/SKILLS
- Must adhere to Core Values: Excellence, Passion, Integrity, and Community – (Required)
- Attention to detail is a must
- Excellent time management skills, ability to prioritize work and meet deadlines
- Must be able to adapt to a fast-paced environment during cyclical events throughout the year
- Must be able to maintain positive attitude, strong work ethic, high degree of professionalism and maintain anonymity and confidentiality of personal stakeholder information
- Excellent interpersonal and communications skills; both oral and written and the ability to work with people of all backgrounds, ages, ethnicities, and sexual orientation
- Core competencies: service-oriented, proactive, collaboration, innovation, flexibility and adaptability, respect, sound judgment and integrity

QUALIFICATIONS
- Associate degree or at least two years of equivalent work experience in the areas of customer service, data entry, and/or nonprofit organizations – (Required)
- Proficiency in MS Office Suite: Microsoft Word, Excel, PowerPoint, Outlook, OneNote – (Required)
• Knowledge of office management systems, (ex. fax, copy machine, and scanning documents) – **(Required)**
• Knowledge in Raiser’s Edge (RE), Granted Edge (GE), and Financial Edge (FE) – **(Preferred)**
• Bi-lingual (Spanish) – **(Preferred)**

**TASKS/FUNCTIONS**
• Responsible for the generation and distribution of correspondence to employees and students through email, memos, letters, forms, etc.
• Answer general email and phone inquiries
• Ability to demonstrate professionalism while working with sensitive material and to maintain a variety of information and materials in an ethical and confidential manner
• Assist with grantmaking and distribution process for corporate employee hardship and scholarship programs including but not limited to data entry, due diligence, correspondence, and inquiries with employees, requesting and documenting employment verifications, and possibly assisting applicants in filling out applications over the phone (true during natural disasters)
• Responsible for data entry and maintenance by transcribing application information into various databases and maintaining electronic records and files to include database audits, duplicates cleanup, and filing
• Must demonstrate ability to work closely with internal and external stakeholders to ensure timely grant and scholarship processes
• Providing support with necessary administrative tasks such a generating online shipping labels and preparing envelopes for mailout of grants and scholarships
• Assisting with data entry for monthly, quarterly, and annual reports for scholarship and hardship processes as needed
• Other duties as assigned

**How to apply:**
Please submit cover letter and resume to Jennifer Ballesteros: jballesteros@saafdn.org

**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.**