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 Program Officer for the Legacy Scholarship and Scholars will serve as the Area Foundation’s principal liaison for this award and is responsible for administering all aspects of the San Antonio Area Foundation’s Legacy scholarship program. The position reports to the Vice President, Development and Donor Services. He/she serves as the repository of expertise and information regarding this scholarship to include the creation and launch of the program. The person will work cross-functionally to create awareness of the scholarship within Bexar and Webb counties and ensures effective and efficient scholarship distribution.

COMPETENCIES/SKILLS
- Excellent interpersonal and communications skills, both oral and written
- Strong computer skills in word processing database programs; knowledge of Raisers Edge or Community Suite preferred
- Ability to handle confidential information with discretion
- Self-motivation, high energy, sense of humor, creativity and an appreciation of the role of philanthropy in the community
- Demonstrated ability to work with individuals, volunteers and other staff
- Must adhere to the organization’s Core Values: Excellence, Passion, Integrity and Community

QUALIFICATIONS
- Bachelor’s degree.
- Minimum 3 years relevant work experience.
- Bilingual required.
- Experience working with scholarship programs (Preferred).
TASKS/FUNCTIONS

- Be knowledgeable of the scholarship fund and trusts and ensure funds are distributed as stated in governing document.
- Stay abreast of trends and best practices in the scholarship distribution field.
- Manage all aspects of scholarship application and distribution processes associated with the scholarship fund and trusts to ensure appropriate disbursement and fiscal accountability.
- Manage application and distribution processes for the scholarship fund - establish timelines, prepare and distribute applications and guidelines, conduct review meetings for reviewers, coordinate all correspondence with applicants and committee members, and compile all related materials and reports for staff, committees and board.
- Establish relationships and serve as liaison to all donors, nominating agencies and committees, candidates, recipients, school counselors and educational institutions.
- Maintain relationship with Scholarship America or other scholarship management vendor; stay abreast of technology related to scholarship management. Manage and negotiate contractual agreement to ensure best price, add new funds, etc.
- Build awareness of Area Foundation Legacy scholarship by attending college fairs, financial aid workshops, etc. in Bexar and Webb counties.
- Collaborate with organizations working to improve college readiness such as Café College.
- Annually review processes/procedures and committee appointments to ensure compliance with Pension Protection Act, in particular, funds that use a committee review process.
- Assist with planning, execution and evaluation of annual scholarship event in Webb and Bexar counties.
- Work closely with the communications staff to provide information for press conferences, newsletter, annual reports, website and other public relations efforts.
- Serve as a positive representative of the Area Foundation and an advocate of its programs to the broader community of donors, nonprofit organizations, educational institutions and funding entities.
- Participate in developing a professional development plan and carry out plan as prescribed.
- 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 function 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.

TO APPLY
Submit cover letter, resume and reference to lbrunsvold@saafdn.org with the job title in the subject line.

The San Antonio Area Foundation is an Equal Opportunity Employer.