

**ST. DAVID'S FOUNDATION
JOB DESCRIPTION**

JOB TITLE: Community Affairs Program Associate

FLSA STATUS: Non-Exempt

REPORTS TO: Community Affairs Program and Database Manager

JOB PURPOSE: The Community Affairs Program Associate plays a key role in the support of three highly visible Foundation community program areas: AgingWell, Toast of the Town, and the St. David's Neal Kocurek Scholarship Program. Key responsibilities include program support, maintaining constituent relationships, event and project coordination, and database administration for all three programs.

RESPONSIBILITIES

Toast of the Town (50%)

1. Develop and maintain excellent volunteer and donor relationships, including committee members, hosts, and sponsors.
2. Work with the Community Affairs Program and Database Manager in the production and development of all Toast of the Town communication pieces.
3. Coordinate all volunteer committee meeting logistics.
4. Work closely with Toast committee members to complete host response forms and details for all parties.
5. Serve as the primary project manager, in collaboration with the Community Affairs Program and Database Manager, with the creation of the Toast of the Town invitation, a 40+-page online booklet, including:
 - a. Staff liaison between Foundation and marketing consultant.
 - b. Compile host approvals of party details printed in invitation.
 - c. Compile edits of internal staff proofreaders and compile all changes to send to consultant.
 - d. Communicate with consultant on final invitation proofs, printing, and delivery of invitation.
6. Support the Community Affairs Program and Database Manager with administration of Toast Concierge (a web-based party reservation and notification platform).
7. Coordinate logistics for multiple photographers for Toast parties/events and upload photos to Box and the Toast website.
8. Represent the Foundation at Toast of the Town parties.
9. Coordinate SDF executives and scholars to speak at each party. Draft speaking points and guest lists, and provide speakers with reminders and directions to each event.

10. Serve as the lead for “thank you” gifts to send to hosts, sponsors and special guests at the end of the Toast season.

St. David’s Neal Kocurek Scholarship Program (35%)

1. Support scholarship staff with logistics, catering and implementation of eight annual large-scale conferences and events, including:
 - a. The St. David’s Neal Kocurek (SDNK) Scholarship Awards Dinner
 - b. The St. David’s ACC Scholarship Awards Dinner
 - c. SDNK Graduation Reception
 - d. Healthcare Up Close Conference and Mentor luncheon
 - e. Education Leadership Conference for incoming SDNK scholars, parents and mentors
 - f. SDNK Winter Social
 - g. SDNK Summer Social
 - h. Winter Mentor Luncheon
2. Assist with the administration of the scholarship program to include:
 - a. Data entry in GradSnapp, student profile management, and check-in review process.
 - b. Assist in administering scholarship payments totaling nearly \$2.5 million.
3. Develop SDNK marketing materials, including scholar and program updates, scholar resources, FAQ, and scholarship application flyers.

Other (10%)

1. Create and manage social media content for all three programs.
2. Serve as back-up database coordinator, as needed.
3. Work with the Community Affairs team on the planning, implementation and execution of the Foundation Holiday Party.
4. Order flowers, meals and gift baskets for Foundation employees and volunteers.
5. Other tasks as assigned.

AgingWell (5%)

1. Build strong relationships with volunteers, organizations and committees.
2. Assist in the coordination of the AgingWell garden initiative.
3. Assist with the coordination of all AgingWell events throughout the year, including research and visits to potential event sites, collecting proposals from potential event sites, and executing successful events.
4. Represent the Foundation at AgingWell sponsored events, including CASACA Games for Life, Alzheimer’s Walk and Arthritis Walk.

SKILLS AND COMPETENCIES

1. Strong relationship management skills, with the proven ability to work well with various personalities.

2. Superior verbal, interpersonal, written, and listening communication skills, with proven ability to communicate information diplomatically, concisely and professionally with internal and external audiences.
3. Effective public speaking skills and problem-solving skills.
4. Exceptional customer service ethic and skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
5. Superior organizational, project management, time management and multi-tasking skills, with the ability to successfully handle multiple priorities simultaneously.
6. Demonstrated experience in working with sensitive information and ability to maintain confidentiality.
7. Superior analytical and data management skills, with demonstrated attention to detail, accuracy, and high-quality work.
8. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
9. Self-motivated and proactive, with demonstrated ability to exercise independent judgment and initiative on projects.

REQUIRED QUALIFICATIONS

1. Bachelor's degree, or equivalent experience.
2. Minimum of one year of office administration, event management, social media, and/or project management experience.
3. Experience with GradSnapp, cvent, Raiser's Edge and/or similar platform(s).
4. Computer proficiency in Adobe and Microsoft Office applications, including Word, Excel, and Outlook.
5. Willingness and ability to travel to multiple locations within Central Texas, including some nights and weekends.

PREFERRED QUALIFICATIONS

1. Minimum of two years of office administration, event management, social media, and/or project management experience.
2. Demonstrated proficiency with databases.
3. Experience in a nonprofit environment and/or demonstrated community service involvement and leadership.
4. Bilingual in English and Spanish.