

PRESIDENT, SAN ANTONIO MEDICAL FOUNDATION

JOB ELEMENTS OF RESPONSIBILITY

The President of the San Antonio Medical Foundation has an outstanding opportunity to impact and improve lives through the mission of the San Antonio Medical Foundation:

“Our mission is to provide leadership and active stewardship of our land and other assets to improve health care, advance biomedical science and enhance community well-being.”

The San Antonio Medical Foundation is seeking an experienced leader who embraces the Foundation’s legacy, values and vision for the future. The President will work closely with the Foundation Board of Trustees to generate, assess, and actualize current and future priorities while helping to propel the organization to an exciting next chapter of impact. The Foundation’s new leader will inherit the operational responsibility for a Foundation that has built a strong reputation, a healthy internal culture, and enjoys deep relationships with partners in the San Antonio Region and throughout the UT System. This leadership role is in San Antonio.

The President, at the direction of the Board, serves as the as a key point of contact for the Foundation in its operational oversight of the land in the South Texas Medical Center area and, in coordination with the Board, has responsibility for the oversight of organizational finances, implementation of the vision and mission, staffing, facilitation of the Foundations grant program, and management of the real property assets owned and managed in the South Texas Medical Center.

The San Antonio Medical Foundation is seeking an individual with the following qualities:

- Understands San Antonio and the functions/responsibilities of the different organizations
- Effective in dealing with people at all levels
- Not driven by self-centered ambition
- Reputation beyond reproach; Exudes integrity/trustworthy
- Willing to get hands dirty; Functions in an environment with a primarily volunteer team

- Outstanding work ethic/self-motivated
- Sense of urgency/immediacy/decisive
- Visionary and insightful
- Outstanding listener-understands what others are saying

KEY RELATIONSHIPS:

- Reports to: Chair of the Board (who is the CEO of the Foundation), the Executive Committee and the Board of Directors
- Direct report: Director, Board and Public Relations Manager

JOB ACTIVITIES:

The SAMF is tasked to grow, promote and represent the South Texas Medical Center (STMC) and San Antonio as a premier healthcare and bioscience center. This is accomplished by supporting existing entities in the STMC and providing our properties to advance the Medical Center. As of September 2023, there are 527 acres of developed land and 206 acres of undeveloped land. In addition, the SAMF, among other initiatives, actively promotes collaboration among entities both within and outside the STMC in order to further accomplish the mission of utilizing our “other assets.”

1. **Communications within South Texas Medical Center and with key Stakeholders**

- Maintains communication and coordinates with all institutions in the South Texas Medical Center (STMC) in coordination with the Medical Center Alliance.
- Develop program for increased awareness and understanding of the Foundation and STMC with the City of San Antonio, Bexar County and South Texas.
- Establish and maintain contacts as well as coordinate with outside organizations such as City of San Antonio Staff & Elected Officials, Chambers of Commerce, BioMed SA, Metropolitan Planning Organization, TxDOT and governmental entities that can assist in future proper expansion of current facilities and congestion relief.
- Assist when requested and coordinate overlapping projects and programs with the Medical Center Alliance.

2. **Manages all aspects of the Land under the control of the Foundation within the Medical Center Area which includes the following:**

- Overseeing long-term leases which provide a predictable and reliable income stream, including coordination of rental and leased property payments, rental and lease agreements, maintenance, and associated activities.
- Renegotiates expiring leases or facilities requesting lease modifications.
- Screens applicants desiring leases of Foundation land. If recommended and approved by the Board as a lease prospect, negotiates lease terms in conjunction with the Land Use Committee.
- Tracks and monitors trends and changes in National health care and research funding that could impact existing leases or future uses of undeveloped property.
- Coordinates transportation and transit issues that affect congestion and traffic flow with the City of San Antonio, TxDOT, VIA Metropolitan Transit and Metropolitan Planning Organization.
- Responsible for providing for proper maintenance, security and improvements of common areas and undeveloped property. Oversee compliance with City codes and needed safety modifications.
- Establish, in conjunction with the Board, standards for STMC institutions concerning landscaping, signs, architectural design and maintenance.
- Coordination with volunteers and outside consultants and contractors who assist with the forgoing, including outside counsel, engineers, landscaping contractors and other vendors.

3. **Grant Coordination Activities**

- Provides support to the organizations granting activities, which currently consist of collaborative grants for research being performed by regional organizations, and infrastructure grants, for the support of facilities and resources within the South Texas Medical Center.
- Oversees results oriented tracking and reporting of outcomes to the Board.

4. **Financial/Operational Aspects**

- Acts as the primary operating officer for the short and long-range planning process, including Strategic Planning. Assist volunteer leadership in developing the tactics and appropriate actions needed to accomplish the plans.
- Prepares and executes annual budgets for restricted and unrestricted funds and amendments necessary for the Board of Trustees through the Finance Committee, including employee compensation and benefit

packages along with the coordination with the Finance with Finance Committee as a portion of yearly budget development.

- Closely monitor periodic financial reports, investment income and financial accounts in coordination with the Foundation Treasurer.
- Plan and monitor the actions of engineers, computer, financial, tax, legal, and other consultants.
- Obtain most efficient insurance, contract maintenance and equipment rental arrangements.
- Maintain cooperative and supportive relations with print and visual media.
- Maintain constant oversight and monitoring to assure the specific requirements are met to maintain the 501(c)(3) Public Charity status.
- Manage day-to-day operations of the office, including staff selection and training, establishment, and execution of procedures.
- Develop land use, grants and other policies that are approved by the Land Use Committee and Board.

5. Coordination with Board of Trustees and Committees

- Primary and frequent contact maintained with the Chair of the Board of Trustees and Committee Chairs and other members of the Executive Committee. Responds to individual Trustees and/or Committee requests for information, suggestions, or action.
- In conjunction with the Chair, develops priorities and schedules efforts in accordance with those priorities.
- Advises the Board and Committees when matters arise affecting the Charter, Articles of Incorporation or By-laws.

(Revised 9-15-23)