

COMMUNITY PARTNERSHIPS AND ENGAGEMENT DIRECTOR

JOB ANNOUNCEMENT

The San Antonio Education Partnership, a non-profit 501(C)(3) organization, seeks a motivated professional to serve as Community Partnerships and Engagement Director.

The San Antonio Education Partnership

The Community Partnerships and Engagement Director (CPED) leads San Antonio Education Partnership's (SAEP) business development efforts including grant administration, donor engagement, philanthropic participation, alumni relations, marketing, communications, and events. Consistently demonstrates SAEP core values of communication, integrity, excellence, respect, innovation, and teamwork.

Fundraising

- In partnership with the Executive Director and Board of Directors, develops and implements a strategic and diversified outreach and fundraising plan that meets current goals and anticipates future needs and growth objectives.
- Creates strategies to identify and secure partnerships with corporations and foundations that reflect their marketing and business needs as well as philanthropic and community engagement goals.
- Creates strategies to identify and secure new individual supporters, fully leverage existing relationships, increase multi-year commitments, and maintain or elevate current commitments.
- Develops sales and marketing strategy and materials that reflect SAEP goals, local impact, and community need.
- As appropriate, outreach current and prospective stakeholders with the Executive Director and/or Board Members to cultivate mutually beneficial relationships.
- Engages agency leadership, management, and board in development and fundraising activities.
- Attends and represents SAEP at community outreach and other special events.
- Serves as professional lead for SAEP fundraising events.
- Stays abreast of outreach, development, and fundraising best practices and philanthropic trends.

Donor Management

- Identify, cultivate, solicit, and steward a portfolio of current and future major individual donors with the potential to contribute ongoing major gifts.
- Identify major donor philanthropic interests and provide an opportunity to realize an outstanding philanthropic experience through the charitable investment of time, advocacy, and financial support to SAEP.
- Responsible for maintaining, retaining, and increasing major gift donors.
- Manages identification and cultivation of new corporate and foundation partnerships as well as the grant proposal and reporting processes for these supporters and manages ongoing relationships with these entities.
- Ensures diversity and sustainability of the SAEP donor base.
- Ensures accuracy of donor database information while continually growing the donor database.
- Provides oversight of the development business process from donor identification through collections to stewardship.

Marketing and Communications

- Leads agency marketing, public relations, and community outreach initiatives.
- Stays abreast of social media trends and creates initiatives that engage and motivate community involvement with SAEP.
- Manages ongoing engagement with SAEP alumni.
- Directs strategies to increase client participation.
- Manages Marketing and Communications Coordinator.

Organizational Management

- Helps shape organizational strategy and leads implementation of the Development Plan.
- Manages the Community Partnerships and Engagement Department budget, including detailed revenue and expenses, and reports as requested to Executive Director and Chief Financial Officer.

Qualifications

- Bachelor's Degree from an accredited college. Advanced degree preferred.
- Fundraising experience with progressive responsibilities and demonstrated success in building and managing a strategic development program in a nonprofit environment.
- Demonstrated experience directly securing individual, corporate, and foundation support through cultivation, retention, and solicitation activities.
- Strong base of knowledge of all aspects of fundraising including foundation and corporate relations, grant writing and management, special events, and individual giving programs.
- Proven ability to meet or exceed ambitious fundraising goals.
- Commitment to helping the organization implement systems and structures to support significant growth.
- Works with a mindset of continuous improvement.
- Strategic, analytical approach combined with a strong work ethic, interpersonal professionalism, and ability to create and foster relationships.
- Exceptional oral and written communication skills with an ability to engage and inspire a wide range of audiences.
- Strong and efficient use of Microsoft Office Suite and donor software. Experience in Salesforce preferred.
- Excellent organizational skills, ability to handle multiple tasks, and think critically.
- Deep understanding of San Antonio Education Partnership mission.
- Valid driver's license and an insured personal vehicle.

Working Conditions

- This position may require some evening and weekend hours.
- Personal vehicle is required.
- This position is located in an office at 131 El Paso St., San Antonio, Texas 78204.

Physical requirements

- Subject to sitting, standing, and walking to perform the essential job functions.

Direct Reports

- One (1) direct report.

To Apply

Qualified candidates should forward a letter of interest, a resume, and three references to:

San Antonio Education Partnership
Attn: Nangie Lowrie, Operations/HR Manager
131 El Paso
San Antonio, TX 78204
nlowrie@saedpartnership.org

Salary: \$75,000-\$85,000 + full time benefits to include health, dental, life, vacation leave, sick leave, and 401(K) plan with match

The San Antonio Education Partnership is an Equal Employment Opportunity Employer