



SAN ANTONIO FOR GROWTH ON THE EASTSIDE

## VACANCY ANNOUNCEMENT

### Partner Engagement Specialist

SAGE is a non-profit organization serving as an economic development resource for current business owners and potential new businesses moving into our community. Through partnerships, alliances and resources, SAGE focuses on development that mutually benefits the quality of life for individuals, families, neighborhoods and businesses on San Antonio's Eastside. As advocates for Eastside progress, we believe in a three-legged stool approach: Economic Development, Healthy Neighborhoods and Education. SAGE is the backbone agency for all Eastside Promise Zone revitalization initiatives. In that role we work to give voice to the community by facilitating input into the development of community priorities, increase the capacity of area non-profits, build collaborations and partnerships to address community issues, and seek funding to support these efforts across the community.

#### Position Overview

Reporting to the Director of Operations, the Partner Engagement Specialist (PES) provides outreach to non-profit organizations (NPO) in the Eastside Promise Zone, plans and coordinates NPO and community engagement events. The PES collects detailed business information about NPO for business database. At least 50% of time will be spent outside of office. Completes special projects as assigned by the Director of Operations or CEO.

#### Position Requirements

The successful candidate will have a Bachelor's Degree in Business, Non-Profit Management, or a related field (years of experience may substitute for education on a 2 to 1 basis); minimum of two years of experience using Microsoft Office Suite programs; Strong Microsoft Outlook skills; Experience and proven ability with general office procedures, formats and business equipment; High comfort level with ambiguity and evolving organization priorities; Excellent judgment, with the ability to work independently and manage multiple projects and deadlines; strong organizational skills. Ability to prioritize work and handle multiple demands under pressure. Ability to work independently and as a team member; willingness to work flexible schedule including evenings and weekends; ideally will have personal vehicle to visit area businesses or if no personal vehicle will be issued employer paid VIA bus pass.

The ideal candidate will have all of the above plus in-depth knowledge of the Eastside and knowledge of and experience with non-profit operations.

**Interested candidates please submit a resume and cover letter to**  
[wknox@sagesanantonio.org](mailto:wknox@sagesanantonio.org) **by August 20, 2018**