

TITLE: Executive Director  
Position to be filled by October 1, 2010.

San Antonio Education Partnership

Position is located in San Antonio, TX

The San Antonio Education Partnership is inviting applications for the position of Executive Director to further the organization's mission to empower students with quality educational programs, resources and counseling that will make them more confident and knowledgeable on higher education and help them finish college and contribute to San Antonio's future thus making our students San Antonio's leaders of tomorrow.

Responsibilities: Reporting to the Board of Directors, the Executive Director will be responsible for effective implementation and efficient administration of board policies to meet the mission and goals of the organization to include providing college guidance, college scholarships and college access. The Executive Director will provide policy recommendations and direction to the Board, oversee staff and establish and maintain effective relationships with external partners. Additional responsibilities include communications, financial and human resources management, planning, fund development, marketing, property management and program delivery.

The successful candidate will have a minimum of 10 years' progressively responsible administrative experience in the private or public sector, with a minimum of three years at an executive level. Prior experience in educational support and services programming is highly desirable. Bilingual skills (English-Spanish) preferred.

The final candidate must have a demonstrated commitment to the importance of higher education; inspiring donors, and community partners; and raising the profile of the Partnership to the highest level.

Competitive salary based on qualifications and experience. SAEP is an equal opportunity employer. Please email cover letter, resume, and three references to Nikki Salzillo at [nichole.salzillo@bankofamerica.com](mailto:nichole.salzillo@bankofamerica.com) or mail to 300 Convent, 8<sup>th</sup> Floor, San Antonio, TX 78205 no later than September 10, 2010.