

# San Antonio African American Community Archive and Museum (SAAACAM)

Volunteer Roles and Capacities

2019-2020

## Position: Strategic Partnerships Manager

<b>Reports To:</b> President	<b>Committee Assignment:</b> Executive Committee	<b>Type of Interaction:</b> In-Person
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<b>Est Time Commitment:</b> 5 hours per week	<b>Term Limit:</b> 1 year, renewable	<b>Number of Openings:</b> 1
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### Position Description

An essential part of SAAACAM's Executive Committee, the Strategic Partnerships Manager is responsible for identifying, recruiting and leading the organization in growing its support base of advocates and champions throughout the city of San Antonio, county of Bexar and surrounding areas to ensure the long-term support and sustainability of SAAACAM. This position reports to the President and will lead in the generation of donor appreciation campaigns and special events.

### Deliverables

- Develop relationship mapping and other strategic partnership documents within the first month in office,
- Manage and develop service-learning partnership opportunities within three months in office,
- Organize and catalog donor appreciation campaigns and other special events, emerging ideas and best practices for SAAACAM to adopt with regard to strategic partnerships.

### Prerequisites

<b>Education and Training:</b> NA	<b>Credential(s):</b> NA	<b>Key Competencies:</b> Leadership in Public Private Partnerships, Management Experience, Community Leader
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### **To Apply**

- Email a one-page cover letter on personal letterhead to [admin@saaacam.org](mailto:admin@saaacam.org).

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

### **Suspense**

All applications are due Thursday, 28 February, 2019 by 5PM.

### **Point of Contact**

Mrs. La Juana Chambers Lawson, President of SAAACAM at [admin@saaacam.org](mailto:admin@saaacam.org).