



Position: Development Manager

Reports to: Development Director

FTE Status: Full-time exempt, benefits available

Location: Evansville, IN

ABOUT JUNIOR ACHIEVEMENT OF SOUTHWESTERN INDIANA (JA)

We are passionate people who seek to educate and inspire young people to succeed in a global economy. JA programs provide students throughout Southwestern Indiana and Southeastern Illinois with relevant, hands-on learning experiences that teach them to manage their money, plan for their economic future, run their own businesses, and develop readiness for careers or college.

JA associates are known for their passion for the JA mission and bringing together business and education to empower students kindergarten through high school to own their economic success. JA offers a collaborative, inclusive work environment, and the opportunity to impact the lives of young people in our community. JA is committed to hiring a diverse and multicultural team and encourage applicants from under-represented backgrounds.

The **Development Manager** is a critical member of the JA Team, managing a portfolio of existing investors, partners, and aligning organizational priorities to support the financial sustainability of the mission. The position is responsible for the identification, cultivation, solicitation, and stewardship of stakeholders to support the mission of JA, and conducting face-to-face solicitation and generating written proposals and reports for all revenue line items including corporations, foundations and individuals. The ideal candidate will be an enthusiastic team player who thrives on building relationships and connecting passion for mission through financial investments and philanthropic gifts to advance the organization's impact.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Work collaboratively with entire JA team to execute/implement an integrated resource funds development plan that adheres to superior customer service and aligns with the strategic priorities of the organization
- Responsible for co-creating the funds development plan with the Development Director that aligns with organizational strategic priorities
- Accountable for understanding and effectively using project management models to guide attainment of fundraising growth goals and sustainability
- Collaborate with board and leadership team to support organizational priorities; promote employee engagement with Corporate Partners through volunteerism, JA events, and employee giving
- Accountable for understanding how JA's strategic priorities drive and inform necessary collaboration and ongoing communication with Education and Operations from general overview to Profit & Loss line item articulation when appropriate
- Create and deliver funding/sponsorship proposals and event solicitations; co-create a process calendar that includes event timelines, development objectives, and quarterly goals; tracks monthly, quarterly and annual progress to fundraising goals
- Develop and deliver presentations to companies when appropriate
- Authorship and tracking of grants to secure support of our mission and programming
- Steward corporate relationships and gifts generated, ensuring fulfillment of funding objectives
- Track, manage, and report on records/information as it relates to cultivation, solicitation, and stewardship activity

EDUCATION / EXPERIENCE REQUIREMENTS:

- Minimum 2 to 4 years in project management with supervisory experience preferred
- Minimum 2 to 4 years of experience in sales, fundraising, account management, or similar client-facing role preferred
- College degree preferred
- Purpose-driven individual committed to making a difference
- Independent thinker with collaborative can-do problem-solving approach across the organization
- Natural ability to foster and grow relationships and eager to pursue new partnerships to facilitate community impact
- Expert at juggling and prioritizing dozens of competing demands and managing limited time

- Expertise in Microsoft Office suite
- Expertise with customer relationship management systems
- Success in securing local, state, and federal grants

BEHAVIORAL COMPETENCIES:

At Junior Achievement of Southwestern Indiana, we consistently exemplify to each other and to all stakeholders the following interdependent values and associated behaviors. The bedrock for the successful achievement of the JA mission is a commitment to safeguarding a sound behavioral culture that unleashes our best ideas for the benefit of all stakeholders and the community at large.

- We act with trust, integrity, accountability, and honor in every interaction with each other and our stakeholders no matter the circumstance or situation.
- We operate with a growth mindset and are role models of the sound economic principles we impart to students. We believe every transaction with every stakeholder holds within it the possibility that through our programs one more student has the opportunity for greater economic success and one more teacher has an effective set of tools to launch a student's future.
- We are responsible, independent thinkers while realizing the synergies of teamwork create a multiplying effect of sound ideas. We practice collaboration. We solve challenges in a rational, facts-based manner. We come to any decision-making or problem-solving table prepared to genuinely participate. We invite an understanding of each other's perspectives and work through our differences with the goal of doing what is in the best interest of our organization as opposed to any one individual or group.
- We enjoy open, candid, and non-malicious discussions to increase the quality of work efforts, stimulate creativity and efficiencies and respect the human spirit. Gossip, negativity, breaches of trust, blaming, fault-finding, or making excuses erode our culture and are not tolerated for any reason because these behaviors diminish the organization and our collective well-being. We practice critique as opposed to criticism. We critique at the beginning, during, and at the end of any process, event or planning session. We actively seek suggestions for continuous improvement.
- Each staff member strives and achieves professional development by working to grow in skill, knowledge, and maturity. We have a responsibility to pursue development in order to effectively serve all stakeholders.
- Attitude is everything at Junior Achievement of Southwestern Indiana. Believing in the best in ourselves and others is an inherent part of who we are and is a crucial part of our mission. We positively influence our work environment, both internally and externally. "It is not in my job description," does not exist at our organization. As team members, there is no task we are unwilling to do.

PHYSICAL REQUIREMENTS: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

BACKGROUND CHECK: This position is subject to the successful completion of a background check / verification of educational credentials contained in resume.

About the Organization:

The mission of Junior Achievement is to empower young people to own their economic success. Our vision is that young people have the skillset and mindset to live choice filled lives and build thriving communities. By showing students how money, careers and business ownership work through proven programs and the help and mentorship of volunteer role models from the community, Junior Achievement is empowering these students to have a belief in themselves and find their sense of purpose supported by a foundation in these real-world life skills.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. JASWIN is an equal opportunity employer. We do not discriminate on the bases of race, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

APPLICATION PROCESS: Please submit the following items:

- Letter of Interest
- Resume
- Minimum of three References

