



## **Development & Grants Manager**

### **About the Organization:**

The mission of Junior Achievement is to empower young people to own their economic success through financial literacy, workforce readiness and entrepreneurship education. 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 supported by a foundation in these real-world life skills.

**Position Title:** Development & Grants Manager

**Compensation:** Full-Time Exempt

**Reports To:** Junior Achievement of North Central Ohio's Director of Development and Marketing

### **POSITION CONCEPT:**

#### **Key Responsibilities: Development/Individual Giving**

The Development and Grants Manager is responsible for developing and implementing strategies to cultivate, solicit, and steward individual donors to increase revenue for the organization. This role requires strong interpersonal skills, a passion for the organization's mission, and a strategic approach to fundraising.

- Work closely with the development team to align individual giving strategies with overall fundraising goals.
- Develop and execute individual giving strategies to attract and retain donors.
- Identify and cultivate relationships with potential individual donors.
- Manage a portfolio of individual donors, ensuring regular communication and engagement.
- Plan and execute donor events and initiatives to enhance donor experience and engagement.
- Collaborate with the marketing and communications team to create compelling fundraising materials and campaigns.
- Analyze donor data to identify trends, opportunities, and areas for improvement.
- Prepare and present regular reports on individual giving progress and results.
- Implement best practices in donor stewardship to ensure a positive donor experience.
- Stay informed about industry trends and best practices in individual giving.
- Ensure compliance with all relevant regulations and ethical standards in fundraising.
- Assist with other development tasks as assigned.

## **Key Responsibilities: Manage Grant Process**

The Development and Grants Manager is also responsible for researching, writing, and securing funding from grant-making organizations to support the programs and initiatives of the organization. This role requires excellent writing skills, attention to detail, and a thorough understanding of the grant application process.

- Collaborate with others on the development team to align grant writing strategies with the overall fundraising goals.
- Research and identify potential grant opportunities from foundations, corporations, and government agencies within the 16 counties we serve.
- Write and submit compelling grant proposals, as assigned, that align with the organization's mission and objectives.
- Maintain a calendar of grant deadlines and ensure timely submission of all proposals.
- Maintain well organized grant files utilizing JA's CRM and other required tracking systems.
- Collaborate with program staff to gather information and data required for grant proposals.
- Develop and maintain relationships with grant-making organizations and funders.
- Track and report on the status of submitted grants and follow up as necessary.
- Prepare budgets and financial reports to accompany grant proposals.
- Ensure compliance with all grant requirements and regulations.
- Provide regular updates on grant activity to senior management and board members.
- Stay informed about industry trends and best practices in grant writing.
- Assist in the development of annual fundraising plans and strategies.

## **EDUCATION/EXPERIENCE REQUIRED:**

- Bachelor's degree required
- 2 or more years of grant writing experience
- 2 or more years of non-profit fundraising experience
- Experience in one or more of the following: sales, development, event management, and marketing
- Competitive and results-driven
- Strong relationship management skills with the ability to work with a variety of constituents, including C-Suite executives, corporate sponsors, special event committee members, vendors, volunteers and participants
- Demonstrated ability to create and execute strategy to achieve desired results
- Excellent organization, presentation and written and oral communication skills
- Ability to work independently and in a team environment
- Ability to multi-task and adapt in a fast paced frequently changing environment

**PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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.

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