



**Position title:** Development Manager  
**Reports to:** President

Join an innovative team working together to help give students the skillset and mindset to build thriving communities. JA of North Central Ohio (JANCO) offers a flexible working schedule, a modern state-of-the-art office, benefits including PTO, paid holidays, health insurance, a 401k match, mileage reimbursement for most work-related travel, and potential for an organization-wide bonus.

#### **POSITION CONCEPT:**

The Development Manager is responsible for community development in the western district of Junior Achievement of North Central Ohio's footprint which may include Richland, Ashland, Crawford, Marion, Morrow, Knox, and/or Wyandot counties. This person will report directly to the president of JANCO and be responsible for identifying, cultivating, and stewarding relationships with community and corporate organizations to raise the funds necessary to deliver free JA programming in the western district. This person will also be responsible for owning the execution of special events within the western district (both programmatic and fundraising in nature) and manage cross functional teams to deliver exceptional event experiences for our students and corporate partners.

#### **Primary Responsibilities**

- Responsible for community development, prospecting, and outreach to engage new organizations in support of JANCO's mission and secure donations to fully fund programming in the western district.
- Responsible for managing a book of existing JA partnerships based on an assigned territory by providing the highest level of customer service and donor stewardship with the goal of renewing donor support and expanding relationships to include additional program/volunteer support in the future.
- Identify and cultivate relationships with individuals to grow the amount of individual donations received.
- Create and execute a community development plan within your personal assigned territory.
- Work collaboratively across the development and program team at Junior Achievement to further the mission of the organization through connecting opportunities across JANCO's footprint with the needs of corporate partnerships.
- Collaborate and work closely with two JA program managers also assigned to coordinate JA programing in the Western District.
- Responsible for ownership of all special event and programmatic event implementation in the Western District including setting the vision for the event experience, recruiting community and corporate partners to participate (volunteer or sponsor), soliciting sponsorships/raising money to achieve event fundraising goals, coordinating with the program team to design and execute a high level student experience at all programmatic events, managing team members to execute all event logistics, and oversee execution of all other functions of current and future events in the western district. This currently includes two JA Inspire events in Richland and Ashland Counties and one golf outing in Richland County.
- Enter all stewardship, donor, and partnership data into JANCO's CRM databases and trackers on a regular basis and utilize interactions in BCRM to track all meetings and outreach efforts.
- Develop and maintain relationships with assigned legislators to increase awareness of Junior Achievement's work in your district. Conduct at least two meetings per year with each assigned legislator or their staff.
- Participate in the annual Advocacy Day at the state capital, including legislative meeting preparation, coordinating with colleagues, and engaging in meetings with public officials and lawmakers.
- Maintain awareness of policy developments that may impact Junior Achievement's mission. Provide regular updates to leadership and contribute to the organization's advocacy strategy as needed.
- Western District office space is provided by Gorman Rupp in Mansfield.
- Other duties as defined by supervisor.

#### **Skills and Qualifications**

- Bachelor's degree required
- 3 or more years of non-profit fundraising or sales experience
- 2 or more years of special event planning 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

## About Junior Achievement

Junior Achievement's (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people on financial literacy, workforce readiness, and entrepreneurship through programs taught by trained corporate or community volunteers in schools and at after-school sites throughout the world. Together with our school, business, and community partners, Junior Achievement of North Central Ohio draws on its 70+ year history to prepare today's youth for the workforce of tomorrow.

## Corporate Culture Statement

We hire the best people, not just the best talent. We work together as one team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions, and challenge the status quo on our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility, and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our goal of delivering on our mission to inspire and prepare young people to succeed in a global economy. JA provides equal employment opportunities for all applicants. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. We encourage applications from candidates who can complement our diversity, equity, accessibility, and inclusion work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the field.

***The above 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.***