



Junior Achievement™

of North Central Ohio

Marketing and 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: Marketing and Grants Manager

Compensation: Full-Time, Salary

Reports To: Chief Operating Officer

POSITION CONCEPT:

This position coordinates all activities related to grant writing and manages marketing efforts to forward the mission of Junior Achievement. Grant management includes all aspects of grant writing with a goal of stewarding existing grant partnerships and cultivating both existing and new partnerships to increase funding in support of JA's programming. From a marketing management perspective this position will be responsible for overseeing the marketing efforts of JANCO to create a cohesive message to the community that will increase the awareness of JA's mission and impact.

PRIMARY RESPONSIBILITIES:

Foundation Relationship Management and Grant Writing (60% of role)

- Oversee the grant application and reporting process across all 16 counties for corporate, foundation, and donor advised funds.
- Actively identify and research new grant opportunities to support the mission of JA in alignment with our strategic plan and program priorities.
- Communicate with the President, COO and Vice President of Development to build an impactful JA narrative that meets the needs of our major funders and education partners.
- Build relationships with representatives from our foundation partners and seek to foster relationships with new foundation partners that will help JA support the needs of our communities.
- Manage all grant writing deliverables and coordinate with the program team to ensure that all grant deliverables are completed in a timely basis.

Marketing Coordination and Management (40% of role)

- Coordinate across all departments to determine what should be submit in a press release to the community and manage the writing and pitching portion of the press release process.
- Manage all social media posting across JANCO's social media channels to effectively share the mission of JA.
- Create and regularly update cohesive marketing messaging and collateral to aid the JANCO team in sharing our mission and impact across all constituents.
- Other duties as assigned by manager.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree required
- 2 or more years of grant writing experience
- 2 or more years of marketing experience
- Experience in one or more of the following preferred: 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 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 and 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.