

Development Director Position Description (Full Time)

Salary Range: mid 60s, based on experience; competitive benefits; relocation is negotiable.

This is an in-office position.

Reports to: President

COMPANY SUMMARY:

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of Alabama's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches almost 36,000 students annually across Alabama with relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Our associates are known for their passion for the JA mission that brings together business and education to work with students in K through 12th grade, so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Alabama offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

Junior Achievement of Alabama is in growth mode and adding key, impactful programming to our portfolio of life changing programs.

POSITION CONCEPT: Our Development Manager is a key member of our team and adds tremendous value. This position works directly with the President to raise annual revenue to meet the goals of the organization through the resources of the Board, individuals, foundations, corporations, and special events. Additionally, this position manages development related administrative data and documentation and supports exterior communications.

Responsibilities:

Collaborates directly with President to:

- Organize and maintain an annual calendar of grants and processes including grant submission timelines, key dates, reporting requirements and compliance. Writes and submits the proposals, reports, and updates in coordination with Program team.
- Develop proposals for submission, coordinate and maintain grant proposal templates, prepare and steward prospect portfolios, and ensure timely reports to funders.
- Manage the information system which tracks prospects, solicitors, and funding history. Ensure that all data remains up to date and correct. Work with Business Manager to invoice and collect pledges in a timely manner.
- Assist President in preparation of proposals to major funders as needed.
- Manage the stewardship of donors including communicating with donors and donor recognition initiatives.
- Coordinate annual Board Member visits and prepare corporate proposal packages.
- Research and identify prospective donors.
- With Operations Coordinator, produces Annual Report and other communications and marketing pieces including social media strategies, press releases, website updates, and special event notifications.
- Provide timely acknowledgements/thank you letters to all donors, and ensure they receive regular communication.
- Work with President and Operations Coordinator to organize and execute special events:
 - recruit new company and individual participants for each event.
 - organize bowling, golf, stock market challenge, and luncheon event logistics.

- negotiate with vendors as appropriate, organize and update master schedule on all events, maintain all appropriate documentation.
- solicit appropriate sponsorships, incentives, and gifts-in-kind.
- manage volunteer participation, direct communication with participants/speakers.
- Perform other related duties as assigned or requested.

Education / Experience:

- Bachelor's degree in related field or equivalent combination of education and experience, plus minimum 4 to 6 years of work experience in fund development. Events, sales, customer service, marketing, or other closely related areas also add value to the candidate's experience.
- Familiar with online corporate grants and reporting.
- Excellent oral and written communication skills.
- Superior project management skills.
- Attention to detail and proven ability to work independently and within functional and cross-functional groups under strict deadlines on multiple projects
- Demonstrated ability to work in a high pressure, fast paced environment managing multiple tasks and accommodating varying schedules of investors and supporters.
- Proficient in Microsoft Office products including Word, Excel, Access, Power Point, Publisher, and Outlook
- Excellent interpersonal skills and ability to maintain confidentiality
- Must be able to work flexible schedule as necessary, occasional nights and weekends
- Occasional overnight travel
- Must have valid drivers' license, reliable vehicle and ability to operate the vehicle

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, 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.

To Apply:

Please submit cover letter and resume with three references to:

Lynne Lansdell: Lynne.Lansdell@ja.org

No phone calls please.