



District Manager – Full or Part Time Option
24 to 40 Hours
Eligible for PTO and Holidays

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 35,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own business, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school, 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. JA of Alabama offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT: The District Manager leads the implementation and expansion of JA programs in the **Mobile and Baldwin County, AL areas**. JA of Mobile currently reaches 2,500 students annually and we expect to reach about 5,000 students in the 23-24 school year. The duties include the recruitment, training and support of both volunteers and participating classroom teachers. The primary responsibilities of the District Manager are school relationship development, volunteer management and the retention of volunteers and schools. The successful candidate will have many of the characteristics of a salesperson, but this is not a sales position. This is a relationship building position. The District Manager also works with the Program Director and President to develop the annual planning calendar for all programs, events, and interacts with Board committees as needed.

PRIMARY RESPONSIBILITIES:

- Supervise program quantity and quality.
- Assure volunteer recruiting and retention through individual renewals and company liaisons.
- Develop and implement training programs/evaluations.
- Coordinate placement and scheduling of trained volunteers.
- Assure adherence to program implementation models and file/enter all needed class registration forms and program variances.
- Develop and implement plans for teacher and volunteer contacts including class visits, newsletters, phone contacts, teacher visits, and callback sessions.
- Execute volunteer and teacher surveys.
- In support of the strategic plan and budget, develop, coordinate, and deliver sales presentations to new school districts, schools, and prospective teachers. Renew commitments of all constituents.
- Submit forecasts and interim reports to the Program Director.

- Develop and maintain good educator relationships; obtain educator program participation.
- Develop, coordinate, and implement recognition programs that are of interest and value to participants.
- Oversee volunteer programs and general records and correspondence with volunteers and prospects.
- Supervise procurement and delivery of all program materials.
- Assist all program related Board committees in carrying out their specific functions. Prepare materials for Board and Committee meetings.
- Work with President and Board in supporting the financial requirements of the programs.
- Manage basic admin functions for the office such as checking mail, making deposits, etc.
- Manage and assist with fundraising events.
- Other projects and duties as required.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree in business or education or related field. Familiarity with Mobile and Baldwin County area schools and business contacts. Two years in business sales, marketing, nonprofit development, or volunteer recruitment/management experiences.
- 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 educators and volunteers.
- Proficient in Microsoft Office products including Word, Excel, Access, Power Point, Publisher, and Outlook
- Excellent people 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, 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.

To Apply:

Please submit cover letter and resume with three references to lynne.lansdell@ja.org include Mobile District Manager in the subject line.

The position is currently available.