



**COMPANY SUMMARY:**

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

Junior Achievement of Washington's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement of WA reaches over 80,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, 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. Junior Achievement of WA offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

**POSITION CONCEPT:** This position reports directly to the President & CEO and provides leadership to the Junior Achievement of WA's Development function to secure revenue and related resources to meet business objectives.

**PRIMARY RESPONSIBILITIES:**

- Fundraising:
  - i. Develop and execute a systematic strategic plan to diversify, strengthen and increase the funding base and develop new sources of funding, for both a potential capital campaign, general operating costs, and for helping JA WA meet annual revenue goals.
  - ii. Manage and coordinate all aspects of fundraising, donor cultivation, solicitation and public relations.
  - iii. Develop ongoing relationships with key prospects and donors.
  - iv. Supervise donor database management, information retrieval and analysis.
  - v. Supervise, create and coordinate fundraising events as part of the overall fundraising effort.
  - vi. Provide monthly development reports regarding fundraising goals and initiatives, and progress to the President & CEO and the Board of Directors as needed.
  - vii. Identify and negotiate significant in-kind sponsorships and partnerships in support of JA WA programs and projects.
- Marketing/Fundraising: Protects and extends the JA brand through quality marketing efforts including websites, newsletters, presentations, press releases, social media and other materials distributed. Manage the creation of promotional efforts and materials to increase funding.
- Financial Management: Responsible for annual operating budget. Helps JA WA meet revenue and expense targets to achieve a balanced budget.
- Board Development: Works with the President to cultivate involvement of current and prospective board members. Provides assistance in identifying leadership for committees and board positions.
- Administration: Ensures that recording and reporting of key information is completed and reported to meet deadlines, including but not limited to donor data management, mailing lists, etc.

- Employee Development: Develops and coaches Development staff to improve performance and enhance career mobility. Establishes goals and conducts regular performance evaluations.
- Other duties as required.

**EDUCATION/EXPERIENCE REQUIRED:**

- Bachelor's degree in related field, plus a minimum of 15 years of direct fundraising leadership experience.
- Proven experience managing a capital campaign and executing fundraising programs.
- Salesmanship skills; successful ability to personally identify, cultivate and solicit individual donors, corporations and foundations.
- Networking skills.
- Strategic planning skills.
- Social media skills.
- Demonstrated experience in managing people and budgets.
- Excellent written and verbal communication skills.
- Strong organizational, analytical and interpersonal skills.
- A team player who is motivated by the mission of Junior Achievement, and has the character, integrity, and service orientation to represent it.
- Proven verbal and written communication skills.
- Must have proven track record of fundraising/sales success with staff management experience.
- Must have strong people skills and the ability to manage multiple projects.

**DESIRED:**

- Master's degree or equivalent experience.
- CFRE or similar development credentials.

**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.