



Job Opportunity

Position Title:	Manager of Community Relations and Support
Classification:	Full-Time/non-exempt
Salary Range:	\$50,000 to \$55,000
Reports To:	President
City, State:	Amherst, NY
Date Posted:	May 30, 2024
Application Deadline:	June 14, 2024

About Junior Achievement: Junior Achievement is the nation's largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their futures, and make smart academic and economic choices. Junior Achievement's programs—in the core content areas of work readiness, entrepreneurship, and financial literacy—ignite the spark in young people to experience and realize the opportunities and realities of work and life in the 21st century.

With a Mission *to inspire and prepare young people to succeed in a global economy*, JA envisions a world where young people have the skillset and mindset to build thriving communities.

Position Summary: The Manager of Community Relations and Support (the manager) is key to JAWNY's efforts to inspire and prepare young people to succeed in a global economy. Along with the President, the manager builds relationships with individuals, businesses, foundations, and community organizations, translating their goodwill into financial and volunteer support. The manager implements a fundraising program that includes corporate and foundation grants and sponsorships and individual gifts.

Primary Responsibilities:

- Collaborates with the President to identify prospective donors with an emphasis on foundations and corporations that provide grant funding.
- Conducts prospect research and helps to prioritize gift opportunities.
- Develops sponsorship and grant proposals for submission, coordinates and maintains grant proposal templates, and ensures timely reports to funders.
- Manages the information systems which tracks prospects, solicitors, and funding history.
- Organizes and maintains an annual calendar of grant and gift process steps.
- Assists President in preparation for other proposals to funders as needed.
- Manages the ongoing components of a cultivation and stewardship program.
- Assists with the preparation of the income and expense budget and cash flow projections.
- Maintain relationships with the Board of Directors, corporations, foundations and other constituents.

- Implement and manage other revenue raising projects as needed to meet organization financial goals.
- Develop, strengthen, and implement an Annual Fund Campaign.

Preferred Qualifications:

- Passion for making a difference in young people's lives.
- Bachelor's degree in related field or equivalent combination of education and experience, plus minimum 3 years of progressive work experience in fund development, stewardship, business administration, customer service, or other closely related area.
- Excellent oral and written communication skills.
- Excellent project management skills.
- Attention to detail and proven ability to work independently and within functional and cross-functional groups.
- Valid divers license and dependable transportation.
- Proficiency with Microsoft Office applications and database applications.
- **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 light weights up to 25 pounds, and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

Benefits:

- Hybrid office/remote work options
- 401(k)
- 401(k) matching
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Health savings account
- Pay for performance plan
- Employee Assistance Program
- Paid time off

Schedule:

- Monday to Friday

E-mail resume to: Interested candidates should submit a cover letter and resume to jcrawford@jawny.org.