

Junior Achievement of Wisconsin, Inc. Position Description

Title: Director of Development, SE
Reports to: Sr. Regional Director
Status: exempt; salaried

Do you believe that every young person deserves the opportunity to dream big and turn those dreams into reality? Through Junior Achievement of Wisconsin, you can help foster the limitless potential of the next generation through proven curriculum and programs focused on the core pathways of career readiness, financial literacy, and entrepreneurship. You'll work with a team of creative, committed, and driven professionals focused on bringing JA's mission to life. Join us in making a difference in the lives of thousands of young people in metro Milwaukee and throughout the state. Join the team making a difference in the lives of young people and instilling in them a belief in the power of what's possible.

Overview: Junior Achievement of Wisconsin (JAWIS) is seeking a dedicated and experienced Development Director passionate about education and developing the next generation of talent. The ideal candidate will excel in developing the relationships necessary to raise funds through Major and Planned Gifts. This position serves as a key member of the Development Team and is responsible for developing strategic goals, fostering long-term relationships, and stewarding donors. The Director of Development will work closely with the President and Sr. Regional Director to secure financial resources to support Junior Achievement of Wisconsin's Southeast Region. This position will primarily focus on the development and execution of all activities for Individual Giving, including prospecting, cultivation, solicitation, and stewardship. This individual will also seek grant opportunities and assist in writing proposals as needed. The Director of Development shares responsibility for meeting annual goals of the region and will be responsible for an individual fund-raising target.

Primary Responsibilities:

- Creating a strategic plan to qualify, develop, and maintain year-round relationships with a portfolio of Major gift donors and prospects to grow immediate funding, long-term funding and planned gifts.
- Serving as a primary donor-facing fundraiser along with the Sr. Development Director, building relationships through in-person meetings, solicitation, and stewardship activity.
- Developing personalized engagement, stewardship plans, and giving plans for each donor, utilizing their giving history, relationship, and an understanding of their giving capacity.
- Serving as the point of contact for all planned giving inquiries and prospects.
- Serving on the Board of Directors' Development Committee along with the Sr. Development Director.
- Creating fund-raising reports for the President and Board of Directors.
- Recruiting and stewarding individual donors by building year-round engagement activities to maximize revenue, building donor loyalty, and increasing retention.
- Preparing compelling presentations, proposals, grant applications, and other materials for soliciting major gifts, showcasing the impact and effectiveness of Junior Achievement of Wisconsin's mission.
- Collaborating with the development team to coordinate major gift campaigns, ensuring effective donor recognition and acknowledgment.
- Tracking progress toward goals and adjusting strategies to meet those goals.
- Regularly meet or surpass individual fund-raising targets and assist with the development department's strategies and goals.
- Identifying grant funding opportunities.
- Writing, submitting, and managing grant proposals, as needed.
- Other projects assigned.

The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.

Education/Experience Required:

Bachelor's degree or equivalent experience. Proven fund development experience, 7 years minimum; Certified Fund-Raising Professional (CFRE) preferred. Outstanding organizational, interpersonal and presentation skills. Strong leadership, communication, and problem-solving skills. Excellent attention to detail. Ability to learn and utilize contact management systems. Demonstrated ability to interact with Board of Directors. Knowledge of Southeast Wisconsin philanthropic community (preferred)

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 accommodation will 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, move (ambulatory or car travel), occasionally required to reach with hands and arms, continually required to talk and hear, occasionally required to bend, frequently required to lift and carry light weights (5-20 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.