

**Junior Achievement of Wisconsin, Inc.**  
**Position Description**

---

**Title:** Development Coordinator  
**Department:** South Central Region – Dane and Rock Counties  
**Reports to:** Regional Director, South Central Region  
**Status:** Part time (22 hours/week)

**POSITION CONCEPT:** Junior Achievement of Wisconsin, Inc. is seeking a part-time Development Coordinator to provide support for development activities including database management, donor stewardship and area operations. Manage, implement and secure financial resources for the organization from board, corporate, service organizations and foundations. Research, identify and work with Director to secure new funding sources. Plan giving campaign and implement online giving through our website. Manage and implement grants from identification of prospective supporter through reporting and renewal cycle.

**PRIMARY RESPONSIBILITIES:**

1. Assists in organizing and directing the general operating campaign. Assists in training board members and providing follow up communication. Provides tools for solicitation and ongoing motivation for timely and successful campaign results.
2. Research and work with Director on an ongoing plan to secure sources of new funding from corporations, community and private foundations. Complete proposals and ensure grant fulfillment.
3. Responsible for submitting funding proposals to new accounts
4. Manage Prospects for development, tracks prospects, solicitors and funding history. Assures that all data is up-to-date and correct.
5. Deliver presentations to service organizations, small businesses and corporations as needed.
6. Represents organization at local level through relationships in the community.
7. Establishes cooperative working relationships with Director, board members and staff to increase understanding and support of development efforts.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree, preferred; Associates degree or equivalent experience. 2-3 years' experience in development with a demonstrated track record of success. Must have a high degree of professionalism & have strong interpersonal and presentation skills. Strong oral/written communication and problem-solving skills; computer literacy; detail oriented. Belief in the mission and strong ethical conduct. Ability to work independently, be self-motivated, & manage multiple projects. Must enjoy people and demonstrate creative ability. Knowledge of the greater Dane and Rock counties communities. Flexibility of early mornings and evenings when needed.

**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 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

*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.*

Interested candidates can send their cover letter and resume to Kari Tylke at [ktylke@jewis.org](mailto:ktylke@jewis.org)