



## Junior Achievement of Wisconsin, Inc. Position Description

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**Position:** Grant Proposal & Stewardship Manager  
**Location:** Southeast Region  
**Status:** Full-time, 37.5 hours/week  
**Work Environment:** Hybrid

**Leader:** Vice President of Statewide Philanthropy  
**Team:** Development & Stewardship  
**FLSA Status:** Salary / Exempt

### A POWERFUL PURPOSE:

At Junior Achievement, we believe in the boundless possibility of young people. A community connected education partner, Junior Achievement of Wisconsin's purpose is to inspire and prepare young people to succeed. Junior Achievement reaches more than 100,000 Wisconsin students in K-12+ and delivers relevant, hands-on learning experiences in financial literacy, career readiness and entrepreneurship. Our vision is to ensure today's students have greater economic opportunity and mobility.

Junior Achievement team members are known for their passion for the JA mission. Members of the team interact with business and education leaders, volunteers and philanthropists who support JA with their time, talent and treasure. Junior Achievement of Wisconsin offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

### POSITION CONCEPT:

Junior Achievement of Wisconsin has experienced a 500% increase in grant funding over the past five years. To sustain this momentum, we are seeking a detail-oriented and strategic **Grants & Stewardship Manager**, who will work collaboratively across departments to complete approximately 100 grant proposals and reports annually. This role is responsible for securing financial resources from foundations, corporations, and individuals to support Junior Achievement's programs. They will manage all aspects of the grant lifecycle—from prospect identification through proposal development, reporting, and renewal—while stewarding funder relationships and ensuring compliance with donor expectations.

### PRIMARY RESPONSIBILITIES:

- Write clear, compelling, and timely grant proposals, letters of intent, and reports tailored to funder interests and aligned with JA's mission and impact, including requests for program funding, general operating support, and sponsorships.
- Collaborate with the education team to articulate the case for support, define program goals and outcomes, and ensure objectives are realistic, measurable, and achieved.
- Maintain and oversee the grant and reporting calendar; work toward integrating this system into the organization's database for efficiency and accountability.
- Proactively research and identify new funding opportunities to support existing and future programs.
- Build and maintain relationships with corporate and foundation representatives through calls, emails, site visits, and regular communication.
- Partner with the Finance Department to develop accurate and funder-compliant budgets and financial templates.
- Collaborate with the JA President and VP of Philanthropy to translate donor conversations into compelling funding requests.
- Coordinate with other internal grant writers to ensure alignment and share best practices across the organization.
- Support the Southeast Region development and program teams at key events such as the Holiday Auction, Wisconsin Business Hall of Fame, and select programmatic engagements.
- Track and assess grant performance and compliance to ensure fulfillment of deliverables and guide future strategy.
- Other duties 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 in English, communications, business, journalism, Social Work or Human Services, preferred, with a minimum of 5 years of grant writing and management or equivalent combination of relevant education and experience required. A passion for advancing Junior Achievement's mission and knowledge of Southeastern Wisconsin philanthropic community desired. Exceptional communication skills, especially clear, precise, and compelling writing skills. Organized and detail-oriented with a can-do approach; think critically; meet numerous deadlines in a face-paced environment. Ability to work collaboratively with colleagues and maintain strong working relationships across the state. Proficiency with Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook, and data management is essential. Must have valid Wisconsin Driver's License.

**WORK ENVIRONMENT:** This position currently has a hybrid onsite and remote work model. Onsite work is required to be a minimum of 60%, i.e. 3 days per week. This is a critical component of the role, as onsite presence is necessary to ensure effective communication and collaboration, engage in training, access organizational resources, and to maintain the quality and efficiency of job performance. This role will also be required to attend meetings off-site to engage with funders and to present at a variety of events. This requirement may also include working outside of normal business hours as required to support business needs.

**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 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, talk or hear, have full use of both hands, and perform repetitive hand movements. Frequently required to lift and carry light weights (5-25 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.