

Junior Achievement of Wisconsin, Inc. Position Description

Title:	Director of Development and Stewardship—Northeast Region
Reports to:	Regional Director – Northeast Region
Status:	exempt; salaried

Position Concept: Leads development team and program in northeast Wisconsin to secure financial resources from individuals, corporations, and foundations. Focus will be on developing plan for managing and implementing the sustaining gifts and impact/major gifts program (capstone and traditional programming), including donor acquisition, renewal, upgrading gift levels, and stewardship. Support work to secure corporate partners for high-visibility programs. Interact regularly with Regional Director to ensure connection between philanthropy and student impact. A person who enjoys engaging with Board members, community and business leaders and employing top-rate philanthropic and stewardship practices will thrive in this position. Excellent organizational, communication and presentation skills are also needed.

Primary Responsibilities:

- **JA Board Resources ~ Funding:** Organize and implement successful gift program from companies selected in conjunction with the Board of Directors. Work in close partnership with the Regional Director. Prepares comprehensive funding proposals for board firms and related institutions and carrying through on all stated deliverables. Serves as JA Leader on the Development and Fundraising Committee.
- **Community~ Funding:** Along with members of the team, research and manage an ongoing plan to secure sources of funding from corporate, community and private foundations to benefit the Capstone and traditional programs. Complete proposals and ensure grant fulfillment. Lends fundraising expertise to support statewide and intra-regional fundraising initiatives.
- **Program Support ~ Funding:** Research, identify and assists with securing new sources of support (e.g., foundations and individuals) whose interest and priorities match JA program funding needs. Develops and updates necessary tools for successful funding, e.g., plans, key performance indicators.
- **Relationships:** Identifies, manages, and deepens relationships with existing JA donors as well as prospective donors. Manages an active portfolio of 80-100 donors. Conducts 12 in-person and/or virtual visits per month with individuals as a way to introduce JA, invite gift support, and/or provide meaningful stewardship.
- **Collaterals:** Assists with materials preparation for Board and Committee meetings, including regularly reporting out key performance indicator results to Board and Development Committee.
- **Budget:** Develops a budget for all development activities in northeast Wisconsin, and accountable for securing revenue to meet the budget objectives. Manages monthly gift reconciliation process.
- **Marketing and Branding:** Works with JA Wisconsin branding team to help guide the marketing and branding strategy for the Northeast Region.
- **Department Goals:** Assists in the successful completion of organizational stated revenue goals annually by working with other Development and Program team members.
- **Team Development:** Directs and develops Event Managers activities. Conducts annual performance reviews.

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
Proven fund development experience, 3 years minimum
Outstanding organizational, interpersonal and presentation skills
Strong communication and problem-solving skills
Demonstrated ability to interact with Board of Directors
Knowledge of Fox Valley 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 accommodations 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.

If interested in this position, please send cover letter and resume to Kari Tylke at ktylke@jawis.org