

Junior Achievement of Wisconsin, Inc.

Position Description

Title: Grant Writer & Special Events Coordinator
Reports to: Regional Director
Department: South Central Region
Status: Hourly, part time (20 hours/week)

Position Concept: Junior Achievement of Wisconsin, Inc. is seeking an experienced and energetic individual who can work with high efficiency and accuracy in a fast-paced environment as our part-time Grant Writer & Special Events Coordinator. With a natural ability to story tell, organize, and work well within a team the ideal candidate will support the organization by contributing to financial and philanthropic stability by sharing JA impact through well written grant proposals. A keen sense for details is also a must, as you oversee event logistics for a variety of stakeholder and student engagement events. If you're a cause-orientated individual who enjoys working on behalf of children, helping them realize their fullest potentials and equipping them to succeed—working for Junior Achievement is all that and more. Join us as we empower the future.

Primary Responsibilities:

- Write applications for 40+ corporate and foundation grants per fiscal year.
- Use multiple online grant systems to apply for grants that are relevant to Junior Achievement's programs.
- Manage the implementation of grants awarded, including working with JA education team members to ensure grant requirements are completed; gathering data requested by grantees; and completing final reports in a timely manner.
- Utilize JA USA customer relationship management platforms to collect data for grants.
- Prepare program budgets yearly for individual areas assigned and then modify for each grant application.
- Research potential grant opportunities using Instrumentl web-based grant management platform that are relevant to Junior Achievement's programs.
- Track all changes to JA USA programming; to keep current on what programs JA of Wisconsin offers and is appropriate to include in grant applications. Meet with the Education Team biweekly.
- Manage JA USA pass through grants as required.
- Manage the logistics of various JA stakeholder and student events throughout the year, as needed.
- Perform other duties as 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. 2-3 years' experience in development, grant writing and management with a demonstrated track record of success. Must have a high degree of professionalism and 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. Flexibility of early mornings and evenings when needed. Must have valid Wisconsin Driver's License and dependable transportation

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.