Title: Capstone Manager  
Reports to: Regional Director, Education Outreach – Southeast Region  
Leads: Capstone Education Coordinators  
Status: exempt; salaried  

Position Concept: The Capstone Manager will manage school relations and work directly with educators for JA BizTown and JA Finance Park, placement, and orientation with particular emphasis on recruiting, training, program implementation, support and recognition. The Capstone Manager will facilitate activities of teachers, students and volunteers while upholding quality standards for the organization. The position will ensure adherence to program models and program expansion while developing and maintaining good educator relationship at all levels.

Primary Responsibilities:

- Coordinate the plans for teacher and volunteer contacts including class visits, phone contacts, teacher visits and call back sessions. Ensure customer satisfaction and program efficiency through face-to-face, phone, and electronic communication.
- Coordinate the scheduling of teacher training and school visits.
- Manage day-to-day operations during school visits.
- Manage Capstone information in JA content management system (BCRM). Maintain efficient filing system and electronic spreadsheets (as needed).
- Manage accurate records and correspondence with schools.
- With Education Assistant, manage inventory and delivery of all program materials, equipment, printing, and supply needs. Arrange for purchase or donation of product supplies in a timely manner.
- Implement program growth/expansion plan with Regional Director – Education Outreach.
- Promote JA BizTown and JA Finance Park to the education community through presentations, meetings, follow-up correspondence, and teacher workshops/conventions. Deliver sales presentations to support strategic plan to new districts, schools, and prospective teachers. Recruit and renew commitments of schools and teachers annually. Submit forecasts and reports.
- Serve as the Subject Matter Expert (SME) for Capstone programs in JA Wisconsin.
- Secure and manage all school participation funding, in-kind contributions for supplies and necessary materials.
- Manage Educational Coordinators, including but not limited to: scheduling, ADP management.
- Assist Regional Director – Education Outreach as needed.
- 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, preferred, Associates degree or experience in the field of program management. Good organizational, interpersonal, and presentation skills. Demonstrated sales and marketing ability. Strong communication and problem-solving skills. Proficiency in computer skills (Microsoft Office) and data management. Capable of working independently. Ability to prioritize tasks. Competency in or willingness to learn computer-based programs. Must have valid Wisconsin Driver’s License.

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.