



Junior Achievement of Wisconsin, Inc. Position Description

Position: Associate Director Fundraising & Event Management - PT

Primary Focus: Coulee Region

Status: Part-time, 25 hours/week

Work Environment: Hybrid

Leader: Regional Director

Team: Development & Events

FLSA Status: Hourly / Non-exempt

A POWERFUL PURPOSE:

Junior Achievement of Wisconsin Coulee Region is a passionate non-profit organization dedicated to inspiring and preparing young people for success in a global economy by equipping them with the skills and mindset to build thriving communities. We are committed to making a lasting impact through community programs, education, and advocacy.

Junior Achievement team members are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Wisconsin offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

Join our dynamic team to help elevate our mission and raise essential funds to support our initiatives.

POSITION CONCEPT:

The Associate Director Fundraising & Event Management is responsible for driving fundraising efforts through strategic campaigns and cultivating relationships with donors, sponsors, and community partners. Additionally, they oversee the planning and execution of key events and support fundraising initiatives.

PRIMARY RESPONSIBILITIES:

▪ Fundraising Management:

- Assist in developing and implementing fundraising strategies to meet the organization's revenue goals.
- Identify, cultivate, and engage with potential donors, sponsors, and partners to support fundraising campaigns and initiatives.
- Track and manage donor relationships using CRM software, ensuring timely acknowledgements and follow-ups.
- Oversee the solicitation and recognition of event sponsors and donors, ensuring they have a positive experience throughout the fundraising process.
- Explore opportunities for grant funding, identifying potential sources and helping prepare applications and reporting as needed.

▪ Event Management:

- Plan, organize, and execute a range of fundraising and educational events, such as galas, auctions, donor appreciation events, and community outreach programs.
- Oversee all event logistics, including venue selection, catering, vendor coordination, event promotion, and on-site management.

- Collaborate with internal teams and external partners to ensure seamless event execution and alignment with fundraising goals.
- Develop event timelines, budgets, and schedules, ensuring events are well-executed, within scope, and on time.
- **Educational Event Coordination:**
 - Support the development of educational content and programming for events like Career Exploration Days, Technical Career Challenges, and Financial Literacy Seminars.
 - Coordinate with speakers, facilitators, and guest experts for educational events, ensuring relevant and impactful content.
 - Work with the team to create and implement promotional materials, including digital and print content, social media campaigns, invitations, and event signage.
- **Team Collaboration & Reporting:**
 - Collaborate closely with the Regional Director to align event and fundraising goals with overall organizational objectives.
 - Provide detailed post-event reporting and analysis, including financial performance, participant feedback, and event success.
 - Cultivate new relationships with community leaders, organizations, and other stakeholders to expand fundraising and educational reach.
- **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: 2-year degree and 3 years of related experience in fundraising, or equivalent combination of education and experience, required. Event management or nonprofit development experience desired. Strong understanding of fundraising principles, event planning, and donor stewardship. Excellent organizational skills and attention to detail, with the ability to manage multiple projects simultaneously. Strong written and verbal communication skills, with the ability to interact effectively with donors, sponsors, vendors, and volunteers. Ability to work independently, prioritize tasks, and manage time effectively. Proficiency with Microsoft Office Suite and CRM systems. Competency in or willingness to learn computer-based programs. Must have valid Wisconsin Driver's License.

WORK ENVIRONMENT: Part-time schedule must include a minimum of three consistent full days per week. In addition, this role is periodically required to work outside of normal business hours as appropriate to support fundraising, special events, and other business needs. This position currently has a hybrid onsite and remote work model. Onsite work is required to be a minimum of 60% of the standard schedule, i.e. 2 days per week. This is a critical component of the role to ensure effective communication, collaboration, and to maintain the quality and efficiency of job performance.

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, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, occasionally 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.