

*At Junior Achievement, we offer a fast-paced, flexible, entrepreneurial work environment in which people use their energy and talent to inspire the futures of young people.*

**POSITION CONCEPT:** This position is responsible for securing revenue and volunteer resources that meet the business objectives for JA of Southeast Texas.

**PRIMARY RESPONSIBILITIES:**

- Core focus on grant writing, impact reporting, and sponsorship proposals for prospective donors and key partners such as board members/companies, corporate entities, foundations, individual investors, and other constituents to generate resources for key initiatives such as Capstone Sponsorships, 3DE corporate funding/volunteers, JA Company Program sponsorships, and the new Building Tomorrows Capital Campaign.
- Works with members of the Development and Special Events teams to design and oversee a stewardship program that effectively engages all constituents – alumni, staff, board, volunteers, and donors – to create an effective resource pipeline, increase retention of funder relationships, increase revenue from existing relationships, and enhance the JA Brand.
- Designs and executes email campaigns through Constant Contact.
- Assists with updates to JA’s local website and newsletter content.
- Periodically assists Special Events team with major fundraising events’ execution.
- Provides timely acknowledgements/thank you letters to all donors, and ensures they receive regular communication.
- Prepares materials needed for organization’s meetings with prospective donors.

**EDUCATION/EXPERIENCE REQUIRED:**

- Bachelor’s degree in related field or equivalent combination of education and experience, plus minimum 3 years of successful sales or fundraising experience involving corporate and foundation solicitation.
- Proven relationship builder with business development and persuasion skills.
- Proven track record in sales or fundraising initiatives. Proven experience in meeting deadlines and exceeding goals. Strong interpersonal, telephone, written, and presentation skills.
- Ability to manage multiple priorities is essential. Good organizational skills. Proven ability to maintain confidential information.
- Must be proficient and experienced in Microsoft Office and constituent management systems.
- Must be energetic and willing to work hands-on in developing and executing a variety of fundraising activities ranging from the routine/day-to-day to the highly creative/visible.
- Candidate should possess a strong work ethic and be willing to work occasional evenings and weekends related to resource generation.
- Excellent oral and written communication skills emphasizing public speaking, persuasive communication, effective listening, and ability to listen and translate concepts into language that connects with specific constituents.
- Candidate must have a valid driver’s license and vehicle transportation required to meet the responsibilities of the position.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

**Email resume, cover letter, and salary requirement to [rpurser@jahouston.org](mailto:rpurser@jahouston.org)**