

Development Director – Baltimore, MD

POSITION TITLE:	Development Director
DEPARTMENT:	Development
REPORTS TO:	Vice President - Development

Position Concept

Junior Achievement of Central Maryland is seeking the right Development Director to join JA at an exciting point in our evolution as a fundraising team. The experienced candidate is strategic and a sales-oriented individual, who has a keen understanding of best practices in fundraising, a proven track record of securing annual gifts, as well as event experience. The candidate must demonstrate a high level of integrity and trust and must be a self-starter with a sense of urgency and a clear set of priorities, but with the ability to adapt to changing circumstances in a complex environment. This individual will possess the energy, enthusiasm, professionalism, and drive to achieve ambitious fundraising goals.

In terms of who will succeed in this position, the ideal candidate:

- Thrives and has delivered results in relational fundraising.
- Takes risks and is persistent – this person keeps going at the goal, despite roadblocks and rejections, and can keep others moving toward the goal as well.
- Is an action-based strategic organizer – rather than being *too* focused on all the details, they outline the strategy and work the process for each prospect or opportunity, from initial preparation and phone call to the final follow-through. This person is methodical without letting process slow them down.
- Loves learning and growing – this is someone who takes on each new opportunity knowing they bring both their expertise and a beginner's mind.
- Thrives in a team environment – this candidate understands that they are better for being part of a larger team and seeks out opportunities to engage others around strategy and support. This person is a cheerleader for others on the team, and intentional about bringing all the benefits of team members to the table.
- Reporting to and in partnership with the Vice-President of Development, the Development Director will spearhead Junior Achievement's (JA) annual giving efforts as the organization continues to scale.

PRIMARY RESPONSIBILITIES

- Develop and execute JA's annual fundraising efforts, resulting in new gifts and an increase in gifts from a sustained base of annual donors.
- Organize and oversee development prospecting, research, and rating system to align with organizational needs for partners
- Cultivate, solicit, and steward new and current donors in order to secure financial support from corporations, foundations, government, and individuals

- Expand revenue base to identify new sources of financial support
- Support fundraising and implementation of JA events throughout the year
- Development and execution of proposals; includes grant writing and grants management of gifts as needed
- Manage and implement data management system for data entry and gift processing
- This position requires the ability to work a flexible schedule, including evenings and weekends as required. The individual must also have the ability and willingness to travel within the state to meet with prospects and donors.

BEHAVIORAL COMPETENCIES

At Junior Achievement of Central Maryland, we consistently exemplify to each other and to all stakeholders the following interdependent values and associated behaviors. The bedrock for the successful achievement of the JA mission on an ever-increasing basis is a commitment to safeguarding a sound behavioral culture that unleashes our best ideas for the benefit of all stakeholders and the community at large.

- We act with trust, integrity, accountability, and honor in every interaction with each other and our stakeholders no matter the circumstance or situation.
- We operate with a growth mindset and are role models of the sound economic principles we impart to students.
- We are responsible, independent thinkers while realizing the synergies of teamwork create a multiplying effect of sound ideas. We practice collaboration. We invite an understanding of each other's perspectives and work through our differences with the goal of doing what is in the best interest of our organization as opposed to any one individual or group.
- Each staff member strives and achieves professional development by working to grow in skill, knowledge, and maturity.
- Believing in the best in ourselves and others is an inherent part of who we are and is a crucial part of our mission. We positively influence our work environment, both internally and externally. "It is not in my job description," does not exist at our organization.

EDUCATION/EXPERIENCE REQUIRED

- Bachelor's degree
- At least 5 years tangible experience in fundraising/sales
- Proven track record of cultivating and closing annual gifts from partners
- Prospecting and research skills, and persuasive, closing skills
- Superior communication skills; clarity, crispness and effectiveness in written and oral presentation
- Flexible and adaptable style to manage multiple tasks and competing priorities.
- Ability to work independently and as part of a team to collaborate effectively with a wide range of staff, partners, vendors, and volunteer leadership.
- Capable of building and sustaining relationships with a variety of individuals and businesses.
- Computer competency in Microsoft Office programs and internet-based research tools.

Salary range: Based on experience

Organization

Junior Achievement of Central Maryland consists of passionate people who seek to educate and inspire young people to succeed in a global economy. JA reaches students in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, run their own businesses, and develop readiness for careers and college. JA associates are known for their passion for the JA mission bringing together business and education to work with students in kindergarten through high school empowering them to own their economic success. Members of the team interact with community leaders who support the JA mission with their time, treasure, and talent. JA offers a collaborative, inclusive work environment, and the opportunity to impact the lives of young people in our community.

JA Contact: Send cover letter and resume to Kim Denis at kdenis@jmaryland.org

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.