

Development Associate (Part-Time) – Baltimore, MD

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

Position Concept

The Development Associate is a key member of the JA Development Team. This position requires a highly organized, detail-oriented, and motivated person to serve as lead for developing and writing proposals, tracking grant deliverables and reporting, as well as researching prospective donors. This position also requires strong written communication skills with demonstrated success in persuasive writing. The ideal candidate is an enthusiastic professional capable of building strong and positive relationships with donors and partners. This position provides an opportunity to learn and/or expand one's experience in all aspects of fundraising.

This position is a part-time 20 – 25 hours per week, with the potential for more hours depending on the workload.

PRIMARY RESPONSIBILITIES

- Write letters of inquiry and grant proposals according to the requirements of each specific grant maker
- Craft grant narratives that accurately reflect JA's mission and vision
- Work with other departments to secure information needed for grant proposals and reports
- Review, edit and finalize each document for submission on a timely basis
- Manage all grant portals and keep each portal up to date with needed requirements
- Maintain the grants calendar of upcoming Letters of Interest, grant applications, stewardship communication, and reporting deadlines and hold stakeholders accountable to meet those deadlines
- Communicate with appropriate staff and engage in ongoing communication with staff to ensure activities are compliant and deliverables are met.
- Maintain data management of grants from corporate, government, and foundation funders
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship.
- Work with JA staff to provide donor information for all written institutional materials (including donor impact reports, newsletters, etc.).
- Build and continually develop a pipeline of prospective funders to ensure new grants that align with JA's mission are being pursued on a regular basis
- Manage data and other administrative tasks as needed
- Assist with other fundraising projects as requested.

EDUCATION/EXPERIENCE REQUIRED

- Bachelor's degree and 1-2 years fundraising experience OR 3-5 years of fundraising experience managing grants with knowledge of the Central Maryland funding landscape preferred.

- Understanding of and commitment to JA's impact areas (entrepreneurship, workforce readiness, and financial education).
- Knowledge of basic fundraising techniques and strategies, and familiarity with research techniques. Experience with Blackbaud or another development-specific database a plus.
- Knowledge of Microsoft Office, PowerPoint, and Excel and experience navigating grant application systems and internet-based research tools.
- Strong written and verbal communicator that can present clearly, persuasively, and succinctly to diverse audiences as well as the ability to communicate effectively with multiple stakeholders. Strong editing skills and attention to detail are a must.
- Flexible and adaptable style to manage multiple tasks and competing priorities with a strong emphasis on time management, organization, problem-solving, and critical thinking skills.
- Ability to work effectively with minimal supervision
- Comfortable collaborating with a team while taking ownership of your piece of a project.

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.

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.