



POSITION TITLE:	Manager, Grants & Stewardship
DEPARTMENT:	Development
REPORTS TO:	Director, Development
STATUS:	Full Time; Salaried

Organization

At Junior Achievement of Central Maryland, every day our people are creating an impact by working together to pursue our shared purpose—to empower young people to discover their potential and thrive. We collaborate with the community, schools, and local businesses to help students become financially capable, work-ready, and entrepreneurially minded. We are committed to developing talent and building a diverse, and high-performing team while offering flexibility and opportunities for growth. JA offers a collaborative, inclusive work environment, and the opportunity to impact the lives of young people in our community. BE a part of our team—bring your ingenuity, and your ideas, and BE the difference!

Position Concept

Junior Achievement of Central Maryland is seeking a Manager, Grants & Stewardship to join our growing team. The ideal candidate is a sales-oriented individual, who has a keen understanding of best practices in fundraising and a proven track record of securing annual gifts. This individual will possess the enthusiasm, professionalism, and drive to assist the team in achieving ambitious fundraising goals.

Primary Responsibilities

- Works collaboratively with development team to implement JA’s corporate, foundation, and government giving strategy under the Director, Development.
 - Support the development and maintenance of ongoing relationships with donors with intent to cultivate, steward, and solicit financial support for JA’s mission.
 - Secures financial support from foundations and corporations.
 - Work with JA staff to provide donor information for all written institutional materials (including donor impact reports, newsletters, etc.).
- Builds and continually develops a pipeline of prospective funders to ensure new funding sources that align with JA’s mission are being pursued on a regular basis.
- Maintains the grants and reports tracking of upcoming Letters of Interest, grant applications, stewardship communication, and reporting deadlines and hold stakeholders accountable to meet those deadlines.
- Communicates with appropriate staff and engages in ongoing communication with staff to ensure activities are compliant and deliverables are met.
- Tracks statistics relevant to development and provide department with written materials necessary for donor stewardship.
- Supports the Director, Development and the SVP of Development with other organizational functions as needed

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.

Education/ Experience

- Bachelor's degree
- Proven record of securing corporate & foundation grants (\$5,000+).
- 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.
- Ability to think strategically and function successfully in a complex work environment.
- Ability to work independently, but also collaboratively as a member of a team.
- Computer competency in Microsoft Office programs and internet-based research tools.

Employee Benefits Offered

- Individual Medical and Dental Insurance
- Group Life Insurance
- 401k Retirement Plan with a generous 3% contribution by JACMD after 1 year
- Flexible Spending Account- Medical and Dependent Care
- Supplemental Life Insurance
- Hybrid Work Environment
- 18 Paid Holidays
- Paid Time Off Between Christmas and New Years
- Cell Phone Reimbursement

Advantages to Working with Junior Achievement

- **Be Inspired!** You can be inspired and challenged. You can be the difference. Be who you want to be. Be It Here!
- **Be a Part of Something Bigger!** We have rewarding careers that inspire and empower young people to achieve their potential.
- **Be Challenged!** Imagine a world where all young people are empowered to reach their potential! We are looking for individuals who want to make a difference in our community and students' lives.
- **Be The Difference!** We inspire and empower young people to reach their potential. We are looking for enthusiastic and skilled professionals to help us accomplish our mission.
- **Be The Impact!** Working with JA is challenging, gratifying, and allows you the opportunity to impact tens of thousands of youths each year. Join our mission to prepare young people to succeed in a global economy.

JA Contact: Send cover letter and resume to Kim Denis at kdenis@jamyland.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. JACMD is an equal opportunity employer. We do not discriminate on the bases of race, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. This position is subject to a background check.