



## Development Manager

**Location:** Quad Cities and surrounding area

**Salary Range:** \$45,000 to \$55,000

**Job Type:** Regular

**Time Type:** Full-time

**Reports to:** VP of Development

**Remote/Work-From-Home:** Hybrid

**Travel Requirements:** Occasionally

## Position Summary

The Development Manager at Junior Achievement (JA) supports fundraising efforts to secure financial support from individual donors, corporate partners, foundations, and other sources. This role includes donor cultivation, stewardship and other activities to advance JA's mission of empowering young people to succeed in a global economy.

## Essential Functions

- Assists in executing fundraising strategies that align with Junior Achievement's mission and financial goals including identifying funding sources, cultivating, and solicitation plans.
- Supports donor relationships by assisting in communications, recognizing contributions, and ensuring timely donor acknowledgments.
- Maintains accurate records of donor information, gifts, and interactions in the donor management system, ensuring data integrity and compliance with reporting requirements.
- Collaborates with team members to assist in creating donor communications, promotional materials, and social media content that engages donors and the community.
- Researches potential donors and funding opportunities to expand the donor base and diversify funding sources.
- Collaborates with local businesses and organizations to explore partnership opportunities, sponsorships, and in-kind donations.
- Assists in engaging and recognizing volunteers contributing to fundraising efforts and events.
- Stay updated on best practices in fundraising and development, seeking opportunities for professional growth
- Strong networking skills required to build and maintain professional relationships



## Required Qualifications

- Minimum Years of Experience: two to four years of relevant experience in fundraising, development, or related fields.
- An understanding of various fundraising techniques, including donor cultivation, grant writing, and event planning.
- Knowledge of best practices in donor stewardship, engagement, and communication.
- Strong written and verbal communication skills to effectively convey the mission and impact of Junior Achievement to donors and partners.
- Good interpersonal skills to establish and maintain relationships with donors, volunteers, and community partners.
- An understanding of donor management software and database management to track donor information, contributions, and engagement.
- A bachelor's degree is required in a related field such as nonprofit management, marketing, communications, or business.

If you think this opportunity sounds like a good fit, we'd love to have a conversation to learn more about you. Send cover letter and resume to Linda Wood – [linda.wood@ja.org](mailto:linda.wood@ja.org).