

Development Manager Position

Development Manager

Location: Quad Cities

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) is responsible for fundraising efforts to secure financial support from 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

- Responsible for executing fundraising strategies that align with Junior Achievement's mission and financial goals including identifying funding sources, cultivating, and solicitation plans.
- Maintains accurate records of donor information 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.
- Schedules meetings with local businesses and organizations to explore partnership opportunities, sponsorships, and donations.
- Stay updated on best practices in fundraising and development, seeking opportunities for professional growth
- Strong networking skills required to build and maintain professional relationships
- Attend Region Board meetings with the VP of Development and report as needed during the meetings
- Attend networking and JA hosted events that may be outside of typical work hours

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
- 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, community partners and internal teams
- An understanding of donor management software and database management to track donor information, contributions, and engagement.
- A bachelor's degree or relevant work experience in sales or fundraising is required