



Position title	Development Officer, Corporate Giving
Reports to	Vice President of Development
Compensation	\$70,000 to \$80,000; full-time with benefits (exempt)
Application	Submit cover letter and resume to <a href="mailto:jobs@jagreaterboston.org">jobs@jagreaterboston.org</a>

### Position Description

Junior Achievement of Greater Boston (JA) seeks a Development Officer, Corporate Giving, to manage annual corporate giving strategy and stewardship efforts. The Officer will be an integral part of the fundraising team and take ownership of a successful corporate giving pipeline.

This position requires a passion for mission-driven work, partnership development, and philanthropy, as well as the optimism and eagerness necessary to be a successful fundraiser. A successful candidate will be highly organized, self-motivated, and experienced managing relationships. They will collaborate and take feedback well and offer the same support and respect to teammates. The Officer will act with utmost integrity and ethics as a team member and an individual fundraiser, upholding the highest standards of professionalism.

This is a full-time position and is currently remote except for some JA events, which all staff are expected to attend. We prefer candidates live in the Greater Boston area to accommodate for donor visits, meetings, and team engagement. The Officer will be supplied with a laptop and monitor. Must have reliable internet. Must have reliable access to a vehicle or be able to commute to sites without issue. Some evening work is occasionally required. Shared office space is available at JA's Innovation Center @ RSM at 80 City Square in the Charlestown neighborhood of Boston.

### Primary Responsibilities

#### Fundraising Strategy and Contributed Revenue Goals

- With VP of Development, establish goals for corporate revenue and create an action plan to meet them
- Manage a portfolio of 50 corporate donors, including cultivation, solicitation, and stewardship. Annual revenue goal for corporate giving is \$840,000, nested within of \$1.4 million of institutional giving and annual contributed revenue of \$3+ million
- Write, design, and submit partnership agreements in a timely fashion, including sponsorships
- In collaboration with the Education team, write and submit grant proposals and reports to corporate foundations in timely fashion
- Maintain and act upon a steady pipeline of prospects to grow the program year-over-year

#### Stewardship and Donor Relations

- Oversee stewardship of current donors including the composition and the timely sending of acknowledgment letters and receipts
- Ensure the delivery of partnership agreements including grant requirements, brand recognition, and benefits
- Ensure corporate partners are kept up to date about JA's successes and activities, including volunteering opportunities, through regular communications

#### General Responsibilities

- Attend and represent JA at donor meetings, miscellaneous corporate and community functions, and networking events to nurture new and existing relationships
- Gain an expert understanding of JA's curriculum, programs, and offerings, and be able to speak and write fluently about our mission, vision, and impact
- Attend and participate in JA's special events, board meetings, and other meetings or events
- Participate as needed in the delivery of our JA curriculum at area schools

## Skills and Qualifications

- Minimum five years' work experience, with at least three years in a fundraising office
- Prior experience working within the education space or similar nonprofits strongly preferred
- Strong familiarity with our impact communities: Boston, Brockton, Chelsea, Lawrence, Lowell, Lynn, Quincy, Somerville, and Worcester
- Desire to bring creativity and innovation to the role, utilize best practices but think outside the box
- Strong organizational and planning skills with impeccable follow through
- Strategic, results and detail-oriented, and high caliber work ethic is a must
- Ability to work well in a highly collaborative, cross-departmental team environment
- Polished presentation style, executive presence, and strong interpersonal communication skills
- Ability to manage multiple priorities, and keep up with a fast-paced work environment
- Must have proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher)
- Knowledge and experience with a CRM system, preferably Blackbaud (e.g. Raiser's Edge), and familiarity with Asana a plus
- Ability to work independently and effectively virtually, now and in the future
- Bilingual a plus, particularly Spanish

## About Junior Achievement

Junior Achievement's (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people on financial literacy, workforce readiness, and entrepreneurship through programs taught by trained corporate or community volunteers in schools and at after-school sites throughout the world. Together with our school, business, and community partners, Junior Achievement of Greater Boston draws on its 70+ year history to prepare today's youth for the workforce of tomorrow. Through our proven, hands-on programs and experiences, middle and high school students in Central and Eastern Massachusetts learn how to manage their finances, launch their own businesses, make their college and career goals a reality, and become future leaders. We engage volunteers from the business community who understand our students' lived experiences, and can guide them as they build their confidence, and important life and workplace skills. By focusing on communities most in need of opportunity, we're transforming students' lives, making a lasting impact on their families, schools and communities, and creating a more equitable society.

## Corporate Culture Statement

We hire the best people, not just the best talent. We work together as one team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions, and challenge the status quo on our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility, and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our ultimate goal of delivering on our mission to inspire and prepare young people to succeed in a global economy. JA provides equal employment opportunities for all applicants. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. We encourage applications from candidates who can complement our diversity, equity, accessibility, and inclusion work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the field.

*The above 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.*