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| Position title | Development Officer, Annual Giving and Stewardship   |
| 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@janewengland.org">jobs@janewengland.org</a> |

### Position Description

Junior Achievement of Greater Boston (JA) seeks a Development Officer, Annual Giving and Stewardship, to manage annual giving strategy and campaigns as well as stewardship efforts for donors and volunteers. The Development Officer position is new and will be an integral part of the fundraising team, responsible for activating a new stream of revenue to complement a strong grants and corporate giving pipeline.

This position requires a passion for data-driven decision making and action as well as optimism and eagerness necessary to be a successful fundraiser. A successful candidate will be highly organized, self-motivated, and experienced with databases, including running queries and reports, and best practices for information management. They will collaborate and take feedback well, and offer the same support and respect to teammates. The Development 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, and team and partner meetings. The Development 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 baseline goals for annual fund revenue and create a roadmap to meet them. Review and report on deliverables and actuals, revise strategy to ensure year-over-year success
- Leverage a robust database of untapped potential to query and solicit individual donors through strategic communications and asks
- Design and execute segmented appeals (print and digital) including high-quality written content and error-free data
- Ensure quality and up-to-date data inputs into BCRM, Junior Achievement's proprietary Blackbaud CRM database. Work closely with Director of Operations to ensure consistent and correct data inputs and outputs from the database

#### Stewardship and Donor Communications

- Oversee stewardship of current donors including the composition and the timely sending of acknowledgment letters and receipts
- Manage volunteer recruitment and engagement including regular communications to the list to keep them apprised of volunteering opportunities as well as JA news and events. Steward volunteers with thank you notes, conveying teacher and student gratitude. Attend partner "community days" to engage with potential and current volunteers

- Collaborate with the Marketing Coordinator on the “Impact Report,” our annual report to ensure quality storytelling, accurate financial reporting, and appropriate donor recognition
- Work closely with Marketing Coordinator for e-news list management to communicate with up-to-date contacts of current and potential donors and volunteers in Constant Contact

### General Responsibilities

- 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, select team and partner meetings, board meetings, and other in-person gatherings
- Volunteer as needed to deliver and bring the JA curriculum to life in K-12 classrooms

### 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 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)
- 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.*