

Help Wanted: Development and Operations Manager – Junior Achievement

Junior Achievement (JA) of Southern Massachusetts is a nonprofit organization that empowers young people to own their economic success. Through an extensive volunteer network, Junior Achievement of Southern Massachusetts provides in-school and after-school programs to K-12 students which a focus on three key content areas: work readiness, entrepreneurship, and financial literacy. Each year, more than 100 volunteers donate over 23,000 hours to provide JA programs to nearly 4,000 students throughout Southern Massachusetts.

About the Position

JA of Southern Massachusetts, headquartered in the City of New Bedford, is seeking a Development and Operations Manager to join our innovative team. The Manager will work closely with and report to the President. This position requires a high level of flexibility and the ability to work in a fast paced environment on a wide range of tasks. The ideal candidate will be a self-motivated professional that works well in a collaborative environment and is excited to be apart of a growing nonprofit organization.

Primary Job Responsibilities

Manage Development Activities including:

- Develop and manage a comprehensive funding pipeline for JA's programs and general operations from individual, philanthropic and corporate sources to meet the stated revenue goals of the organization. Consistently researching, qualifying and acting upon possible funding opportunities.

- Consistently prepare and submit grant proposals to possible funding entities. Track all reporting obligations in a systematic and organized fashion and meet all reporting requirements in a timely and professional manner.
- Coordinate all aspects of JA's special events including our annual Strikes for Success, IronMan Golf, Titan Business Challenge and Camp SPARK events.
- Manage JA's contact information system which tracks prospects, donors, donor communications and funding history. Assure that all data is up-to-date and accurate.
- Support the President in managing key relationships and partnerships.
- Assist the President with additional tasks as needed.

Manage Operational Activities including:

- Support the President in advancing JA's communication efforts, including: preparing program reports, preparing email newsletters, sharing content on social media platforms, and collecting photos, videos and testimonials from JA programs.
- Support the President in reconciling the receivables and payables from special events and development campaigns.
- Responsible for the management of office resources, vendors, technology and supplies.
- Support the administrative needs of the President as needed.
- Assist the President with additional tasks as needed.

Desired Skills

- A Bachelor's Degree or equivalent
- Exceptional organization skills and attention to details
- Excellent written and verbal communications skills
- An entrepreneurial work ethic
- Collaborative working style

- Strong knowledge of grant writing
- Experience coordinating events
- Knowledge of Microsoft Office
- Experience with social media platforms
- Graphic design experience is a plus

To Apply

To apply, please submit a resume and cover letter to **jasn.resumes@gmail.com**.

No calls, please. Position will be filled as soon as candidate is found.

Compensation commensurate with experience. Final offer will be contingent on the applicant passing a background check.

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