



**Job Title:** Development Manager

**Location:** Salisbury, Maryland

**Organization:** Junior Achievement of the Eastern Shore

**Job Type:** Full-Time, Salaried

### **About Junior Achievement**

Junior Achievement (JA) is a nonprofit organization dedicated to empowering young people to own their economic success. Through programs focusing on financial literacy, work readiness, and entrepreneurship, JA inspires and prepares students to thrive in a global economy and own their own economic future.

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**Position Summary:** The Development Manager serves as a frontline fundraiser and relationship builder, responsible for driving revenue growth through meaningful engagement with corporate partners, foundations, community leaders, and education stakeholders. This role is hands-on and externally focused, requiring a dynamic communicator who can cultivate new partnerships, steward existing donors, and clearly articulate the mission and impact of Junior Achievement of the Eastern Shore (JAES). Working closely with the Advancement Department and internal team, the Development Manager will identify funding opportunities, implement innovative fundraising strategies, and ensure consistent donor recognition and retention. Success in this role depends on a proactive, sales-minded approach to fundraising, community networking, and a passion for advancing educational opportunities for local youth.

### **Key Responsibilities**

#### *Strategic Planning & Goal Setting*

- Support the Advancement Department in executing development strategies aligned with JAES's organizational goals.
- Take ownership of assigned revenue goals, ensuring fundraising targets are met or exceeded.
- Manage and grow a portfolio of corporate, foundation, and individual donors through strategic cultivation, solicitation, and stewardship.
- Monitor funding and market trends to inform fundraising tactics and identify new opportunities.
- Ensure strong donor retention and satisfaction across the assigned portfolio.
- Collaborate with the Education Department to understand program growth and adjust fundraising efforts accordingly, contributing to long-term development planning.

#### *Program Impact & Influence*

- Support funding efforts for JAES programs through grants, corporate sponsorships, and community partnerships.
- Engage current and prospective supporters in program experiences to highlight mission impact and encourage investment.

- Ensure impact data is collected, organized, and shared with donors through compelling reports and updates.
- Assist the Advancement Department in stewardship activities to help donors see and feel the value of their contributions.
- Contribute to identifying and implementing new, innovative income-generating opportunities.

### *Communication & Community Engagement*

- Support donor and foundation communications in coordination with the Advancement Department.
- Ensure donors and funders are engaged in and informed about the programs they support.
- Collaborate with the Advancement Department to develop and promote annual sponsorship opportunities.
- Represent JAES in the community by attending events, networking opportunities, and fostering partnerships—while engaging the staff, President, and Board as appropriate.

### *Operational Efficiency & Staff Leadership*

- Maintain accurate donor and funder information in the CRM system, ensuring up-to-date records and clean data entry.
- Collaborate with internal stakeholders—including the President, staff, and Board—for donor engagement, recognition, or asks.
- Ensure CRM reporting is accurate and in compliance with organizational policies and procedures.
- Manage aspects of the grant cycle including research, application, reporting, and follow-up.
- Encourage participation in community engagement events across departments.
- Support cross-functional projects by clearly communicating objectives and updates.
- Participate in onboarding, training, and collaborative goal-setting for new and current staff as requested.
- Collaborate with the JA Leadership Team to ensure fundraising activities support broader organizational goals.

### *Governance*

- Ensure fundraising practices comply with JA USA operating agreements and grant funding requirements.
- Assist with CRM data oversight and reporting needs tied to JA USA requirements.
- Represent JAES on JA USA committees or task forces, serving as a mission ambassador when needed.

### *Budget & Resource Management*

- Track key metrics related to donor activity, income, invoicing, and goal progress.
- Analyze donor trends and help implement growth strategies across the portfolio.
- Oversee invoicing and follow up with donors to ensure payment within expected timelines.
- Support long-term planning for sustained funding growth.
- Assist in managing the corporate and foundation fundraising budget to ensure alignment with income goals.

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### **Reporting Structure**

This position reports to the President and collaborates closely with the Advancement Department, committee members, and internal teams to ensure development efforts align with JAES's organizational priorities.

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