

Director of Development

Position Title: Director of Development
Classification: Full-time, exempt
Location: Junior Achievement of Maine
Reports To: President & CEO



Position Description:

The Director of Development is responsible for developing and executing strategies that will drive growth and deepen impact for Junior Achievement of Maine. The Director of Development creates and oversees the implementation of the strategic and tactical approach to fundraising by cultivating new opportunities and enhancing current funding including individual giving, corporate development, special events, and stewardship efforts. The ideal candidate will be professional, enthusiastic, and have a passion for improving the lives of young people through education and opportunity.

ESSENTIAL FUNCTIONS:

- Responsible for the creation and implementation of a revenue strategy that enables the organization to scale its mission impact across Maine.
- Work with development team to lead and execute action plans that build and sustain gifts from corporations, foundations, and individuals.
- Oversee the annual grant and proposal process and ensure all required grant reports to funders are submitted on time.
- Oversee the creation, planning, and execution of JA's Special Events, including securing and retaining sponsorships for the Maine Business Hall of Fame, Golf Classics, JA Titan Challenge, and volunteer & donor recognition events.
- Establish relationships with individual donors and foundations and be responsible for creation of JA's portfolio of major gift prospects.
- Provide insight and assignments to the President & CEO to secure major gifts.
- Design and manage annual appeal, alumni & volunteer campaigns, and other specific funding campaigns.
- Manage the information system which tracks prospects, solicitors, and funding history.
- Steward relationships and demonstrate JA's impact with investors, corporations, and other stakeholders.
- Serve as liaison to Corporate Partnerships Committee and other Board of Director Committees when necessary.
- Work with President & CEO to establish yearly revenue goals and budget.
- Supervise and coach all members of the development team.
- Other duties as assigned.

BEHAVIORAL COMPETENCIES:

Accountability

- Accepts responsibility for delivering on assigned goals and deliverables.
- Is able to maintain composure in difficult situations and can shift quickly to objective, problem-solving behaviors in order to deliver results.
- Avoids excuses and blame-shifting.

Active Engagement

- Associate actively participates in projects, tasks, meetings and workplace interactions with positive enthusiasm.
- Demonstrates an obvious energy in performing the role and is confident, encouraging member of the team.

Growth & Improvement

- Actively seeks opportunities to increase industry knowledge and become a stronger subject matter expert in the field.
- Willing to accept stretch goals and challenging projects to gain valuable experience and continuously develop as a professional.

Integrity & Trust

- Earns the trust and confidence of coworkers and clients through honest communication, ethical behavior and professionalism in all interactions.
- Admits mistakes, does not misrepresent self or information, and keeps confidences.
- Is dependable and known to be someone who will do what is promised.

Junior Achievement Teamwork

- Contributes to meeting team deadlines and engages effectively with others to achieve goals.
- Maintains an approachable demeanor to encourage positive working relationships and promote effective communication.
- Demonstrates a willingness to pitch in to help team members succeed (even in areas outside their normal role)
- Interacts well with many types of personalities and handles difficult interactions without escalating tension.

Qualifications, Experience and Skills:

Required:

Bachelor's degree or equivalent experience and a minimum of 5 years of direct fundraising and development experience. Strong organizational, interpersonal and presentation skills; management experience; detail oriented; superb writer/editor with excellent communication skills; and the ability to work in a fast-paced environment and manage multiple tasks and deadlines.

Preferred:

Certification and/or 5 or more years' experience with fundraising, stewardship, and grant writing, ideally working in a youth development organization; strong knowledge and relationships with corporations and foundation in Maine.

Additional Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. The Director of Development can be an agreed upon flexible schedule.

JA Maine is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

In addition to the above requirements, candidate must have a valid driver's license and proof of current vehicle insurance; background check required; commit to follow all agency policies; carry out the essential functions of the position with, or without, accommodation; and demonstrate cultural competence and support JA Maine's mission, beliefs, and values.

Competitive benefits package offered including 100% employer paid health and dental insurance, paid parking, life insurance, Short-Term & Long-Term Disability Insurance, Simple IRA plan. To apply, please send cover letter and resume to Michelle Prejean, Executive Administrator, mprejean@jamaine.org

This position 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.