

# Director of Development

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



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## 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. Serving as a player-coach, this role balances strategic leadership with direct, hands-on fundraising execution. 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.
- Lead and execute action plans that build and sustain gifts from corporations, foundations, and individuals.
- 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.
- Collaborate with Marketing to design, execute, and evaluate annual appeals, alumni, and volunteer giving campaigns, including messaging, segmentation, and follow-up.
- Directly manage the donor database/CRM, including data integrity, reporting, prospect tracking, and gift entry oversight.
- 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.
- Lead and manage all grant-related activities, including researching funding opportunities, drafting compelling grant proposals, developing budgets, preparing supporting documentation, and ensuring timely submission and reporting to foundation, corporate, and government funders.
- Work with President & CEO to establish yearly revenue goals and budget.
- Supervise and mentor one development team member while working collaboratively on day-to-day fundraising activities, campaign execution, donor communications, and reporting.
- Must be able to lift up to 25 pounds to assist with event set-up and take-down.
- Other duties as assigned.

## Team Structure & Work Style

Junior Achievement of Maine's development team is intentionally small and collaborative. Success in this role requires someone who is equally comfortable setting strategy and personally completing fundraising tasks. The Director of Development is deeply involved in daily execution, problem-solving, and deadline management and thrives in an environment without extensive administrative support.

## **BEHAVIORAL COMPETENCIES:**

### **Accountability**

- Accepts responsibility for delivering on assigned goals and deliverables.
- Maintains 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**

- 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 and a minimum of 5 years of direct fundraising and development experience or equivalent combined education and 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. Demonstrated success personally managing multiple fundraising functions simultaneously. Comfortable working independently and managing priorities in a lean organizational structure.

### **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. Experience in small or mid-sized nonprofits.

### **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.

*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.*