

Events & Partnerships Manager

Looking to make an impact and have a career with purpose? It's an exciting time to join Junior Achievement of Maine because we are GROWING! We're adding a full-time Events & Partnerships Manager to our dynamic team based in downtown Portland, Maine to support our mission of inspiring and preparing young people for life and career success.

What You'll Do:

- Work collaboratively with the Director of Development and President & CEO in building business and community partnerships to ensure strategic and funding goals are met.
- Lead all aspects of planning for our major events, donor cultivation, and stewardship activities to advance JA's mission of empowering young people to be career and life ready.
- Strategize methods to motivate event attendees to become individual donors and volunteers.
- Oversee in-kind solicitation outreach, including submitting online applications, updating tracking documents, and identifying prospects.
- Research to identify and cultivate individual donors, corporate partners, and foundations and helps to expand the donor base and diversity funding sources.

What We're Looking For:

- Bachelor's degree and two to four years of relevant experience in fundraising, sales, development, or similar client-facing role.
- Strong project management and MS Office Suite skills.
- Experience in event planning and management, preferably with non-profit fundraisers.
- Ability to prepare, coordinate and execute all aspects of high level event experiences for groups ranging in size from small, intimate gatherings up to large events of 500+.

What We Offer:

- A collaborative team and mission that promotes Maine's future workforce
- Annual salary of \$62,000 to \$65,000
- Flexible, hybrid work schedule with paid parking (candidates must reside in Maine)
- 100% employer paid individual medical, dental, and vision insurance
- 4 weeks of PTO, 11 paid holidays, and paid Christmas break
- Life insurance
- Short and long term disability
- Simple IRA with employer match and contribution and 100% vesting on day one

TO APPLY: Send cover letter and resume to Michelle Prejean, Executive Administrator, at mprejean@jamaine.org.