

Junior Achievement of Northern Indiana (JANI)
Part-Time | Hybrid | Some Local Travel Required**COMPANY SUMMARY:**

Junior Achievement of Northern Indiana's (JANI) purpose is to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences. JANI seeks candidates that are passionate in their work, committed to excellence, have a high level of integrity, value relationships, and believe in the power of collaboration.

POSITION SUMMARY:

The Event Manager role for the West Unit is a part-time (20 hours a week), hybrid, primarily work from home position that plays a dual role in fundraising and event logistics. The West Unit events would encompass support for Benton, Carroll, Cass, Fulton, Jasper, Miami, Newton Tippecanoe, and White would consist of approximately 10 events throughout the year. This individual will assist in event planning and implementation in the West Business Unit and also support cultivating strong community partnerships throughout the West Business Unit. The position reports to the Development Director of the West Business Unit and also works collaboratively with the Development Manager. This team effort ensures quality service to schools, volunteers, donors, and the board of directors. Training will take place in Fort Wayne and Lafayette when needed.

PRIMARY RESPONSIBILITIES:**Fundraising & Development**

- Lead and grow volunteer committees.
- Attend county board meetings as needed for events.
- Develop and implement strategies to meet annual fundraising and event revenue goals.
- Make direct fundraising asks in partnership with the board and committees.
- Research and pursue new funding opportunities for event sponsorships.
- Use JANI's marketing tools and social media to support campaign communications and outreach. Manage fundraising events and other development social media.
- Support and steward donor relationships with a focus on long-term engagement.

Event Planning & Coordination

- Support all event logistics including vendor communications, venue coordination, timelines, and day-of-event operations determined through collaborating with Development Manager and Development Director.
- Work with board members and volunteers on sponsorship asks and in-kind donations.
- Track and manage event budgets, revenue, expenses, and post-event reporting for as determined by Development Director and Development Manager.
- Maintain accurate contact lists for sponsors, attendees, vendors, and volunteers.
- Partner with staff and volunteers to promote events and increase participation.
- Attend and prepare for committee meetings, sharing updates and reports.
- Support and attend events across the West Unit as needed.

SKILLS:

- Excellent communication and relationship-building skills.
- Ability to set and achieve goals, manage multiple priorities, and follow through.
- Strong organizational and problem-solving abilities.
- Self-motivated and able to work independently.
- Comfortable engaging with diverse community stakeholders and business leaders.
- High level of professionalism, integrity, and accountability.

WORK CONDITIONS:

- Part-time, hourly, hybrid position based in or near West Unit counties.
- Occasional early mornings, evenings, or weekends for events and meetings.
- Travel within the West Unit as needed.

EDUCATION/EXPERIENCE:

- Bachelor's degree or equivalent experience preferred.
- Previous sales and/or event management or planning experience preferred.

Please email cover letter with resume or direct any questions about the position to:

Jen Edwards | Director

Junior Achievement serving Greater Lafayette

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