

**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:**

The Development Director will manage the four local advisory board of directors, partner with community leaders, and manage the overall fundraising budget for the unit. The counties in the West Business Unit include Benton, Carrol, Cass, Fulton, Jasper, Miami, Newton, Pulaski, Tippecanoe, and White Counties. This position will report to the SVP of Development. This is a full-time position with training at the JANI office in Fort Wayne and is based out of the local office at the Lafayette facility. The Development Director, along with the Experiential Learning Director, Development Manager, Program Managers, and part-time Event Manager represent the local JA operation and ensure quality service to schools, volunteers, donors, and the advisory board of directors in order to meet organizational goals. The Development Manager and Event Manager report to the Development Director.

**PRIMARY RESPONSIBILITIES:**

- ☐ Lead and inspire the local advisory boards to build and sustain the growing funding model to support the operational needs in the community and overall short-term and long-term organizational goals.
- ☐ Make fundraising requests in partnership with the board and committees to raise the revenue goals needed for the local operating budgets. Manage all major donor and partner relationships.
- ☐ Maintain, develop & build the advisory board of directors and needed committees. Recruit diverse and qualified members that represent a variety of industries in the unit.
- ☐ Prepare required reporting information and statement of activities for board and committee meetings.
- ☐ Oversee event budgets and work with the development manager and event manager who will focus on logistics and event revenue with the support of the board and committees.
- ☐ Manage the annual campaign and partnership campaign goals and requests with current donors and identify new corporate, grant, and individual funding opportunities.
- ☐ Use the provided marketing tools for fundraising requests, event sponsorship and participation, and social media.
- ☐ Write and manage some grants with the development manager and provide follow up report back information.
- ☐ Implement a cultivation and stewardship strategy with donors.
- ☐ Manage the statement of activities, event budgets, partnership and annual campaigns, and fundraising ask plans in the Development Report and update weekly.
- ☐ Partner with program team on identifying growth opportunities and community awareness involvement.
- ☐ Other duties as assigned; infrequently including some early mornings, weeknights, and weekends

**SKILLS:**

- |   |  |
|---|--|
| <input type="checkbox"/> Excellent communication skills                                     | <input type="checkbox"/> Asks questions and listens intently                 |
| <input type="checkbox"/> Ability to manage multiple priorities                              | <input type="checkbox"/> Works well with other team members                  |
| <input type="checkbox"/> Ability to set and achieve goals                                   | <input type="checkbox"/> Ability to meet new people and build rapport easily |
| <input type="checkbox"/> Strong problem-solving abilities                                   | <input type="checkbox"/> Self-motivated, with high level of energy           |
| <input type="checkbox"/> Ability to discover new opportunities with customers and prospects | <input type="checkbox"/> Leadership skills and can work independently        |
|   | <input type="checkbox"/> Ability to follow established processes             |

**EDUCATION/EXPERIENCE:**

- ☐ Bachelor's degree or equivalent experience preferred
- ☐ Previous sales and/or development experience preferred

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

**Amy Hobbick | Senior Vice President of Development**

**Junior Achievement of Northern Indiana**

550 E Wallen Road | Fort Wayne, IN 46825

260.484.2543 | cell: 260.450.1769 | [amy.hobbick@ja.org](mailto:amy.hobbick@ja.org)

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