

POSITION DESCRIPTION: Junior Achievement of the Palm Beaches & Treasure Coast seeks a creative and resourceful Development Coordinator to support fundraising and community engagement efforts including general operating campaigns, special events, and donor stewardship. A successful candidate will be highly organized, motivated, collaborative, creative, and an effective communicator.

This is a full-time position and is currently remote except for some JA events, which all staff are expected to attend, and team and partner meetings. The Development Coordinator will be supplied with a laptop and monitor. Must have reliable internet. Must have reliable access to a vehicle or be able to commute to sites without issue, when needed. Some evening work is occasionally required. Shared office space is available at JA's Venture X office at 700 S. Rosemary Avenue in downtown West Palm Beach.

ORGANIZATIONAL RELATIONSHIPS: The Development Coordinator plays an important role by providing support to the Director of Development and the President/CEO.

PRIMARY RESPONSIBILITIES:

- Assist in planning and oversight of all fundraising activities, including grants, corporate sponsorships, special events, etc.
- Update and maintain donor databases and prepare reports.
- Prepare acknowledgment letters and other correspondence, as required.
- Conduct preliminary research on prospective corporate, foundation, and individual donors.
- Maintain foundation, corporation, and individual donor files.
- Maintain accurate records and notes in our constituent database (BCRM). Track personal interactions, solicitations, and follow-up tasks, communicating next steps to the team, as required.
- Collaborate with the development team to identify prospective sponsors and partners.
- Provide support for board meetings, county council meetings, and events.
- Assist with mailings, including letters, newsletters, campaigns, annual appeals, and annual reports.
- Assist with the coordination of special fundraising events. This includes planning, budgeting, marketing, public relations, and management of event personnel and vendors. Collaborate on program events.
- Provide communications support (editing, proofreading, etc.).
- Other duties, as assigned.

REQUIREMENTS:

- Bachelor's degree is preferred.
- A minimum of 1 year of hands-on experience with non-profit fundraising activities, including grants management or individual giving programs.
- Must have excellent oral, written, and presentation skills with the ability to effectively interact with supporters, grantees, staff, board members, vendors, and the public.
- Ability to work collaboratively with diverse internal and external stakeholders, as well as independently.
- Strong organizational and time management skills; keen attention to detail and diligent follow through a must.
- Ability to track, manage, and prioritize effectively while working on multiple projects.
- Demonstrated ability to work in a small team environment.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher) and Google Workspace.
- Advanced skills preferred with a database or CRM.
- Design software experience such as Canva, Adobe software, etc.
- Photography/videography experience is a plus.
- Experience with social media platforms: Facebook, Twitter, LinkedIn, Instagram, TikTok.

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

This position description 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.

APPLICATION AND INSTRUCTIONS: Please send a *resume AND cover letter* expressing your interest in the position to Administrative Director, Davya DiLauro, DDiLauro@JuniorAchievement.com.

About Junior Achievement

Junior Achievement's (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people on financial literacy, workforce readiness, and entrepreneurship through programs taught by trained corporate or community volunteers in schools and at after-school sites throughout the world. Together with our school, business, and community partners, Junior Achievement of the Palm Beaches & Treasure Coast draws on its 70+ year history to prepare today's youth for the workforce of tomorrow. Through our proven, hands-on programs and experiences, middle and high school students learn how to manage their finances, launch their own businesses, make their college and career goals a reality, and become future leaders. We engage volunteers from the business community who understand our students' lived experiences, and can guide them as they build their confidence, and important life and workplace skills. By focusing on communities most in need of opportunity, we're transforming students' lives, making a lasting impact on their families, schools and communities, and creating a more equitable society.

Corporate Culture Statement

We hire the best people, not just the best talent. We work together as one team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions, and challenge the status quo on our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility, and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our ultimate goal of delivering on our mission to inspire and prepare young people to succeed in a global economy. JA provides equal employment opportunities for all applicants. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. We encourage applications from candidates who can complement our diversity, equity, accessibility, and inclusion work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the field.