



Engagement Facilitator

Junior Achievement of the Triad is expanding its regional presence with a goal of providing programming to all K-8th grade students in a 5-county area. The Engagement Facilitator is an essential member of the Investor Relations Team who shares a commitment to our mission: to inspire and prepare young people to succeed in a global economy. This position is responsible for coordination, logistics and sponsorships of special events, strategizing and managing stewardship of JA investors, and implementation of marketing and communications strategy. The ideal candidate has impeccable organizational skills, project management skills, the ability to build mutually beneficial relationships and experience soliciting for philanthropic investments. JA is looking for someone who can create meaningful engagement with key stakeholders through sharing of impact, events, and marketing tools.

RESPONSIBILITIES

General

- Responsible for maximizing every interaction with every stakeholder for the greater good of the organization and community.
- Ability to collaborate with other Investor Relations Team members and JA team members to maximize community impact.
- Maintains meticulous records in Customer Relationship Management (CRM) system.

Event Planning

- Plans and implements special events, including but not limited to fundraising and cultivation events to meet the budgeted goal for each.
- Maintains highly professional standards and procedures for production of events in keeping with the image and reputation of the organization.
- Responsible for all logistics before, during and after each event. This includes but is not limited to sponsorship solicitation, invoicing, recognition of investors, contracts, venue scripts, signage, media partners, awards, ticket sales, design of event collateral, event analysis, recommendations for improvement, etc.

Stewardship

- Maintains a donor-centered approach in sharing impact with key stakeholders and investors.
- Collaborates with the Director of Investor Relations to create, maintain, and implement a robust annual stewardship plan.
- Plans and executes stewardship/donor recognition events (live or virtual) as needed with IR staff and other department staff members.
- Creates content for JA team members to use to share impact with investors.
- Serves as a resource to assist others in sharing impact with key stakeholders.

Marketing/Communications

- Presents JA as a thought leader and solution provider by passionately articulating JA's mission, vision, and value proposition in all marketing materials and communication platforms.
- In collaboration with Director of Investor Relations and Content Facilitator, responsible for implementing organization's marketing plan. Implementation will include organization collateral, social media, e-newsletters, annual report, website, and all other forms of communication.



- Initiates and maintains ongoing relationships with local media outlets to increase credibility and image of organization.

PREFERENCES

- College degree preferred or 3-5 years equivalent experience.
- Previous experience serving on a nonprofit or higher education fundraising team preferred.
- Detail oriented with an eye for accuracy.
- Exceptional organizational and communication skills.
- Ability and confidence to interact with varied constituencies.
- Natural ability to foster and grow relationships.
- Preferred experience with a variety of platforms including, but not limited to fundraising CRMs, Hootsuite, Canva, Constant Contact, Microsoft Office suite, fundraising platforms such as Qgiv and simple website design.
- Must be creative, self-motivated, and strategic.
- Ability to troubleshoot systems and engage in creative problem solving.
- Effective at organizing time with excellent project management skills and the ability to prioritize tasks and nimbly shift between projects as needs evolve.
- Ability to maintain strict confidentiality and adhere to high ethical and professional standards.
- Works well independently and as part of a team; ability to give and receive constructive feedback.

Full time position offering a pay range of \$40,000 to \$45,000 (salary will be commensurate with skill level and applicable experience). Schedule: mostly daytime hours, some evening time for events, in office/virtual mix. Full benefits package. Junior Achievement of the Triad offers a positive, collaborative work environment and the opportunity to impact the lives of young people in our community. It is Junior Achievement of the Triad, Inc.'s policy to provide equal employment opportunities for all applicants and Associates.

If you enjoy a collaborative work environment and the ability to make an impact, then please send your resume and cover letter to info@triadja.org.