



Strategic Giving 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 Strategic Giving 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 building and maintaining a pipeline of donors through a comprehensive annual fund program and portfolio of investors. The Strategic Giving Facilitator also works to manage the Investor Relations team and Sales Team, implementing systems to help the team function more efficiently and effectively. 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 face-to-face solicitation, written correspondence, and management of key systems.

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.
- Maintain meticulous records in Customer Relationship Management (CRM) system.

Annual Fund

- Design, implement and grow a robust, tiered, individual giving program.
- Responsible for direct mail solicitations, email campaigns, investor segmentation, cultivation steps, calculating return on investment, maintaining budgets for annual fund, evaluating success of fundraising programs, etc.
- Collaborate with Engagement Facilitator on donor recognition and stewardship related to annual fund including holiday cards, annual report, stewardship/cultivation events, etc.
- Strategize with Data Coordinator to identify and implement changes to CRM or processes to improve data quality, management, and analysis as a part of improving the annual giving program.
- Monitor periodicals and other publications for key stakeholder news to deepen relationships.
- Manage JA Visionary giving society to encourage and steward monthly giving.

Gift Officer

- Hold a portfolio of investors comprised of corporations, foundation, and individuals.
- Present opportunities to investors to facilitate positive impact in the community.
- Learn and share community challenges and present organization as the thought leader and solutions provider by passionately articulating JA's mission, vision, and value proposition.
- Listen and identify opportunities to provide strategic guidance and support to expand existing partnerships and increase investments.

Systems Manager

- Work closely with Director of Investor Relations to establish clear lines of inter- and cross-departmental communication and coordinate donor and prospect management.
- Provide Director of Investor Relations with recommendations and consultation to improve teamwork.



- Work with Director of Investor Relations and Data Coordinator to establish, implement, and share key performance metrics.
- Implement strategies and create efficiencies in the Investor Relations team and Sales Team to enable greater fundraising success.
- Collaborate with Director of Investor Relations to provide strategic guidance to facilitate effective and efficient project management and overall team success.

PREFERENCES

- College degree preferred or 4 years equivalent experience.
- 2-3 years of experience in direct solicitation required.
- Preferred experience building a fundraising program with an ability to review, assess, and refine as needed.
- Detail oriented with an eye for accuracy (to show your attention to detail, please list your favorite color in your cover letter).
- Proven success in project coordination role
- Exceptional organizational and communication skills.
- Ability and confidence to interact with varied constituencies.
- Natural ability to foster and grow relationships.
- Must be 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.
- Eagerness to work with and learn from strong, intelligent, and passionate team members.

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.