



DEVELOPMENT COORDINATOR

The Opportunity

Junior Achievement of Eastern North Carolina (JAENC) is seeking a part-time Development Coordinator to support development and fundraising initiatives. This position will report to the President & CEO and is approximately 20 hours per week. JAENC seeks a passionate, driven team player with a commitment to JA's mission of changing the lives of young people by helping them connect what they learn in school to the outside world. Individuals from all backgrounds are encouraged to apply, including those returning to the workforce after a break or choosing to move from a full-time to a part-time position.

Organization Overview

Junior Achievement of Eastern North Carolina (JAENC) empowers students to build financial health and make positive financial decisions that impact their future. Through JA's experiential learning programs, students develop skills in financial literacy, entrepreneurship, and work readiness. JA's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches thousands of students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Position Overview

The Development Coordinator is responsible for providing support for all tasks related to fund development and fundraising events which includes maintaining the donor/fundraising database and serves as a key contributor for special event fundraisers. The successful candidate should be organized, reliable, diligent, personable and an independent worker who is detail oriented.

Primary Responsibilities

- In conjunction with the President, coordinate all details for special event fundraisers including venue selection, invitations and guest lists, sponsorship and participant recruitment, refreshments, social media posts, etc.
- Manage the development database and the shared drive to assure all donor information and gifts received are recorded, tracked, and acknowledged in a timely and accurate manner.
- Conduct research on prospective donors, foundations, and other funders as directed by the President.
- Coordinate development appeals correspondence.
- Prepare quarterly newsletter for distribution and email marketing communications.
- Manage content updates for the JAENC website and social media platforms.
- Assist the President with communications, planning, and materials for Board, committee, staff, and annual meetings.
- Track current, upcoming, and pending grants and reports to meet deadlines.
- Once approved, submit final grant applications via online portals.

Experience, Skills and Expectations

- Bachelor's degree, equivalent education or five years of sales or fundraising experience is preferred. Additional years of working with non-profit organizations; with development and fundraising success is a plus.
- Experience in a range of fundraising including annual gifts, sponsorships, grants, and special events is desired.
- Proficient in MS Office and customer relationship management (CRM) systems.
- Ability to self-direct and be proactive, using sound judgement.
- Exceptional planning and organization skills; goal, results and detail-oriented with the ability to set and meet deadlines.
- Commitment to and enthusiasm for Junior Achievement's mission of changing the lives of young people by helping them connect what they learn in school to the outside world.
- Flexibility, drive, and willingness to work as a team player to meet organizational goals.
- Ability to work on several tasks and projects simultaneously.
- Strong and effective writing and communication skills.
- Computer, web, and social media proficiency.
- Excellent written and oral communication skills.

Salary

This part-time position, which is in a hybrid work environment, is for up to 20 hours a week with a salary range of \$23.00-\$25.00 per hour.

How to Apply

Interested candidates should submit a cover letter and resume to info@jaenc.org. Please include "Development Coordinator" in the subject line. **Priority deadline is February 28, 2025.**

Equal Opportunity Employer

It is the policy of the Junior Achievement of Eastern North Carolina to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.