

Junior Achievement of Northern Alberta & Northwest Territories

Role: Fund Development Manager

Location: Edmonton

About Us:

Junior Achievement (JA) is a non-profit organization committed to empowering young people to achieve economic success by enhancing their financial literacy, work readiness, and entrepreneurial skills. Our educational programs inspire and prepare students for the real world of work and business.

Our Mission:

To inspire and prepare youth to succeed in a global economy.

Our Values:

- Believe in the boundless potential of young people
- Advocate for the impact of relevant hands-on learning
- Teach principled, market-based economics and entrepreneurship that build a more sustainable world
- Approach our work with passion, honesty, integrity and excellence
- Seek out diverse backgrounds, perspectives, and talents in our staff, volunteers and boards to reflect the geographies and communities we serve
- Nurture the power of partnership and collaboration

Position Overview:

We are seeking prospective team members with a passion for entrepreneurship and the business development skills necessary to help to fuel our mission. This role reports to the Director of Engagement and Stewardship and is responsible for executing JA's efforts to secure the financial resources necessary to support increasing program interest. This position is crucial in sustaining our organization and growth to allow JA to make an even larger impact on the youth we serve.

Key Responsibilities:

- **Building & Maintaining Donor Relationships:** Cultivate and maintain strong relationships with donors to foster philanthropic support and program investments.
- **Prospect Management:** Manage a significant portfolio of donor prospects; guiding them through the cultivation process to becoming JA financial supporters.

- **Donor Stewardship:** Create and manage a highly meaningful donor recognition and stewardship program that is focused on appreciation, retention and increasing contributions.
- **Event Sponsorship:** Identify and solicit new event sponsors to achieve fundraising goals for JA's initiatives.
- **JA Value Proposition:** Working with JA MarComm, create and update collateral materials that demonstrate the value of JA programs and support gift cultivation.
- **Donor Intelligence:** Maintain the Salesforce donor CRM and all aspects of confidential files as they relate to JA's fundraising efforts.
- **Performance Evaluation:** Continuously evaluate and report on fundraising objectives, targets, progress, and deliverables to senior leadership.
- **Budget and Compliance:** Prepare the annual fundraising/development budget and forecasts, ensuring compliance with all legislation and ethical practices related to fundraising.

In addition to the outlined responsibilities, the Fund Development Manager is expected to actively participate in events and opportunities that support the overall mission and goals of Junior Achievement. These additional duties are essential for fostering positive relationships with donors, stakeholders, supporters and the community at large and contribute to the overall success of Junior Achievement.

Qualifications:

- Two to five years' experience in business development, fund development, sales and/or fundraising.
- Proven success with prospecting, closing deals, and relationship management.
- Outstanding communication and interpersonal abilities; ability to influence and engage a wide range of individuals and build long-term relationships.

Ideal qualifications:

- Experience and proficiency with CRM systems (Salesforce preferred).
- Be a JA Company Program alumni.
- Have a current CFRE designation.

Desired Skills & Experience:

- Highly organized and detail oriented with strong time management skills.
- Excellent communication skills, oral and written.
- A commitment to working collaboratively in a team environment.

- Must possess a high level of professionalism, tact and interpersonal skills to work with stakeholders at all levels.
- Must be committed to quality work, and have a self-directed work ethic.
- Exceptional planning skills: ability to identify strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results.

How to Apply:

If you are enthusiastic about empowering the next generation and have the skills and experience to excel in this multifaceted role, we encourage you to apply! Please submit your resume and a cover letter outlining your qualifications and your passion for our mission to HRJA@janorthalberta.org with the subject line "Fund Development Manager."

This position requires the successful completion of a criminal background check.

Junior Achievement is an equal opportunity employer. We welcome candidates from all backgrounds to apply.