



Community Relationship Manager

About the Organization:

Junior Achievement of Eastern Ohio empowers young people to own their economic success through financial literacy, workforce readiness, and entrepreneurship education. Junior Achievement of Eastern Ohio reaches thousands of students annually in Ashtabula, Columbiana, Mahoning & Trumbull Counties.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school. Members of the JA team interact with community leaders who support JA with their time, talent, and treasure. Junior Achievement of Eastern Ohio offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION TITLE: Community Relationship Manager

COMPENSATION: Salaried, Full-Time Exempt

QUALIFICATIONS: Business Development & Fundraising Experience

POSITION CONCEPT:

The Community Relationship Manager role is a full-time exempt position that helps manage and grow critical community relationships with the goal of developing strong program partnerships, fundraising opportunities, and corporate employee engagement. This is a multi-faceted position that will help expand Junior Achievement programming while simultaneously working to generate funding for Junior Achievement programs and engage new or emerging partners (as identified by President) in volunteerism, events, and employee giving. The Community Relationship Manager is a skilled relationship builder and steward of community partnerships and has experience establishing new partnerships. The ideal candidate will be deeply engaged in communities throughout Junior Achievement of Eastern Ohio four-county service area. The Community Relationship Manager is a member of the JAEO Team, reporting to the President. This position requires travel within a four-county area.

PRIMARY DUTIES:

- Develop, cultivate, and solicit both emerging and established Corporate and Foundation Partners, as identified with President.
- Actively engages with and manages a portfolio of funding and programmatic prospects, including cultivation, solicitation, closing of gifts, and stewardship.
- Promotes employee engagement with Corporate Partners through volunteerism, special events, and employee giving.
- Create and deliver funding/sponsorship proposals and event solicitations.
- Develop and deliver presentations to companies/school districts when appropriate.
- Steward corporate relationships and gifts generated, ensuring fulfillment of funding objectives.
- Support Capstone Programming efforts throughout region by building relationships with corporate partners/volunteers and school district partnerships.
- Other duties as assigned.

EDUCATION/EXPERIENCE REQUIRED:

- Preferred corporate fundraising, business development experience.
- Possess exceptional relationship building and influencing skills.
- Ability to successfully cultivate and solicit corporate gifts.
- Strong organizational, interpersonal and presentation skills.
- Detail oriented and excellent communicator.
- Ability to work accurately and quickly under stress to meet deadlines.

- Effective problem solving and decision-making skills.
- Knowledge of Blackbaud CRM, QuickBooks, and Qgiv a plus.
- Ability to work independently.
- Advanced Microsoft Office experience.
- Adapt to frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure.
- Ability to work flexible hours, including evenings and weekends as needed.
- Valid Driver's License and proof of insurance

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 and walk, continually required to talk or hear and to reach with hands and arms. Occasionally required to bend, lift, or climb and frequently required to lift and carry light weights (25-50 pounds). Specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

TO APPLY

Send resume along with cover letter and references:

email:

michele.merkel@ja.org

subject line: Community Relationship Manager

Junior Achievement of Eastern Ohio is an Equal Opportunity Employer. JA of Eastern Ohio does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. The position description in no way states or implies that these are the only duties to be performed by the employee. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

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