



Junior Achievement of Greater Washington

Position Title: Manager, Donor Relations

Department: Development

Reports To: Senior Director, Development Operations, Events and Donor Relations

Salary Range: \$52,000 - \$58,000

Position Concept

Be a Part of Something Bigger! Are you looking for work that inspires you? At JA of Greater Washington, we know what matters. We're motivated by our mission – teaching young people how to succeed in a global economy – and we wake up every day inspired to serve more than 40,000 students in the Washington, D.C. area.

But a career at JA of Greater Washington is about more than our mission and programs. Here, you'll find opportunities to learn and grow into new skills and responsibilities. You'll find teammates that quickly turn into friends. You'll find mentors that care, and help you reach new heights. And you'll find the resources, flexibility, and support to live your life to the fullest outside of work, whether that means investing in your family, your education, your hobbies, or your wellbeing.

Join JA, and join us in a career that matters.

Position Concept:

The Manager, Donor Relations position is a unique opportunity for a mission-driven individual to be part of a rapidly-growing, ambitious fundraising team.

The Manager, Donor Relations will support a comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction with and recognition of donors at all levels. The position requires excellent collaborative skills to be applied with all JAGW staff, including Development, and partners across the organization. This position will project manage various aspects of the donor relations and stewardship program as assigned to ensure donors (individual, foundation, and corporate) experience the highest level of appreciation and engagement. This position reports to the Senior Director, Development Operations, Events, and Donor Relations and supports activities of the Chief Development Officer and the Development Team.

Organizational Requirements

- Must be COVID-19 vaccinated by date of hire to be considered.
- Have ability to pass a federal background check, and to be permitted to work in the presence of children, prior to the first day of employment.
- Must reside in the Greater Washington region before the position start date

Supervisory Responsibilities

None.

Essential Duties/Responsibilities

- Supports all new and on-going stewardship activities as assigned by the Senior Director, Development Operations, Events, and Donor Relations.

- Proactively manages the stewardship responsibilities of the Development Team by assisting in coordinating annual donor stewardship plans and strategies to enhance the donor experience and strengthen their connection to our mission.
- Contributes to the infrastructure that supports our donor outreach efforts, including production of donor acknowledgments, personalized correspondence, donor benefits, grant reporting, confirmation and documentation of gifts/pledges, as well as annual and impact report creation.
- Collaborate with the Manager, Data and Research to maintain accurate donor records, incorporating specific details for personalized stewardship.
- Contribute to data analysis to identify trends and opportunities for improving stewardship practices.
- Respond to donor inquiries and provide exceptional front-line service; keeps appropriate Development staff apprised, as necessary.
- Supports development and donor recognition events as needed to engage, cultivate, and steward prospects, donors, and volunteers.
- Ability to work occasional evenings and/or weekends as required for special events.
- Maintain flexibility and willingness to take on other duties, as necessary.

Professional Skills/Abilities

Required

- Minimum of 1 years' experience in development, donor relations, public relations or a related client/customer focused position.
- High-level organizational skills and attention to detail; demonstrated ability to initiate and manage several projects simultaneously in a fast-paced, deadline-driven environment.
- Strong interpersonal skills to interact proactively and professionally with a variety of internal and external constituents, including JA leadership and staff, board members, senior executives, high net worth individuals, and donors.
- Strong oral and written communication skills are necessary with a demonstrated ability to write effectively.
- Ability to maintain high standards of confidentiality.

Preferred

- Experience with a donor management system (like Blackbaud and Customer Relationship Management (CRM) products)

Education and Experience

Required

- Bachelor's degree

Work Environment

- The position will support the organizations Greater Washington service area, that includes the District of Columbia, Northern Virginia, and the Prince George's, Montgomery and Southern Maryland Communities.
- The position is on a hybrid schedule.
- Operational flexibility to meet business needs required.
- Willingness to work outside standard established business hours.

Benefits

- 100% company paid medical/dental/vision coverage/group life insurance for employee



- 401(K) plan in which JAGW contributes 3% of an employee's pay after employee has worked at least two months.
- JAGW will contribute 3% into a personal traditional IRA until an employee is eligible for the 401(K) plan.
- Paid Parental Leave offered to full-time employees who have been with JAGW for at least a year.
- Employees may be granted up to 16 hours of paid volunteer activity leave per calendar year.
- Generous paid time off program in which the benefits increase along with your tenure with the organization
- Observe all federal holidays during the calendar year. In addition, JAGW observes December 25 – December 31 as a paid holiday.

JAGW is an Equal Opportunity/Affirmative Action Employer

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status or any other status protected by state or federal law.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

Next Steps

Junior Achievement of Greater Washington offers a competitive salary along with the benefits listed above (partial list) and a fun, challenging work environment. Please email a cover letter and resume to jagwjobs@ja.org and reference the position title in the subject line. Incomplete applications will not be considered. No phone calls, please.