



JUNIOR STATE OF AMERICA FOUNDATION

Job Title: Development Manager

Department: Development

Reports to: Chief Development Officer

Concerned about the future of American democracy? Excited about the rising generation of leaders? Interested in helping create a productive dialogue across differences? Join the team at the JSA.

About the Organization:

Junior State of America (JSA) educates and empowers high school students to be active participants and leaders in our democracy. The student-led JSA has served more than 500,000 high school graduates. Youth gain a platform to sharpen their civic engagement skills and become driving forces of advocacy. They collaborate at conventions and institutes to establish initiatives and learn from our most influential contemporary leaders like Ruth Bader Ginsberg, Condoleezza Rice and Stacey Abrams.

With our student-led model and rigorous learning opportunities, JSA enables students to experience the challenges and responsibilities of leadership and connecting across differences, while developing 21st century skills applicable in any endeavor. JSA Chapters serve as centers of political awareness in schools, JSA conventions bring thousands of students together to learn with one another, and JSA summer programs offer campus-based and virtual, college-level experiences. We are committed to developing an even more ideologically, geographically, and demographically diverse set of leaders, who work over their lifetimes to build our nation's future.

For more information, please visit our website: www.jsa.org

Position Summary:

The Development Manager is responsible for supporting JSA in its fundraising and communications capacities with both internal and external operations. The successful candidate will possess the qualifications and skills necessary to maintain and report donor contributions and campaigns in Salesforce, to support growing donor relationships through personal and public communications, and to manage complex production schedules for solicitations, campaigns and events. The ideal candidate will have experience in fundraising, data entry and reporting, and in managing or supporting fundraising events. The Development Manager will maintain and cultivate relationships with staff and team colleagues. Travel and occasional weekend work are the norm when students are able to gather in person for conventions.

Duties and Responsibilities

As Development Manager you will:

- Serve as Salesforce Lead on Development Team
 - Research and create reports of donor histories
 - Manage monthly updating and reporting of donor data in Salesforce and Classy
 - Log pledges into Salesforce
 - Generate Donor reports when requested by CDO and CEO

- Support the execution of annual fund and other fundraising campaigns
- Manage the thank you process for donors and funders on a regular and timely basis
- Use Donor Search to prepare data on prospective and current donors, and to qualify prospects for higher level and planned giving
- Support the Development Team with information gathering needed for grant applications
- Manage logistics for smaller fundraising events (JSA contracts with an Event Producer for large scale Gala and Alumni events)
 - Lead day-of preparations and onsite execution of events; act as a representative of the organization with guests
 - Manage event logistics for smaller events: speakers, outreach, invitations and registration, technology
- Support the CDO in email communications and scheduling meetings with donors.

Preferred Qualifications:

- Prior work experience in fundraising, grant writing, marketing, sales or equivalent
- Proficiency in Salesforce or other CRM databases
- Experience working in an office or customer service environment
- Competency in Google Suite of Apps and Zoom
- Experience planning, publicizing and executing successful events
- Demonstrated competency with communications apps such as Pardot, Mailchimp, etc.
- Experience with Canva, WordPress and other web and design technologies
- Passion for programs that support youth education and leadership development
- Ability to travel to Oakland, CA when staff meets in the Oakland office.

Minimum Qualifications:

- At least three years of experience in nonprofit fundraising, grant writing, donor communications, and managing fundraising events
- Excellent written and verbal communication skills; ability to converse respectfully with donors
- Demonstrated ability to write interesting copy with excellent grammar
- Ability to copy edit donor communications and newsletters
- Demonstrated knowledge of Salesforce, the Google Suite of apps and Zoom
- Experience with standard office software and online technologies.

Knowledge, Skills and Abilities:

- Attention to detail, and a positive can-do attitude
- Ability to engage and collaborate with colleagues, donors, alumni and youth
- An eye and an ear for impactful storytelling, public relations and design
- Ability to convey a vision of civic youth engagement in verbal and written form.

Sense of humor; empathetic and compassionate team player; high emotional intelligence, mission-focused, ambitious self-starter; passionate about quality of work; fueled by a need to make a difference.

Working Conditions and Travel

This is a remote position. Travel to the Oakland office will be requested 2-3 times per year for meetings, retreats and/or training when it is safe to gather in person. Travel to support fundraising events and student programs is required of all staff. Comp days are provided.

How to Apply: Email resume and cover letter with three references, including name, email and relationship, to <employment@jsa.org>. Include “**JSA Development Manager – (Your name)**” in the subject line. Due to the high volume of interest, we cannot accept phone calls. References will not be contacted without your permission to do so.

Application Deadline: Applications will be accepted on a rolling basis.

Anticipated Start Date: Preferred start date is October 4.

Compensation:

The salary range is between \$55,000 and \$70,000, commensurate with experience and qualifications. We offer an extensive benefits package that includes paid time off, compensatory time off, an Employee Assistance Program, medical, dental and vision benefits, and a commitment to individual growth and professional development.

Junior State of America (JSA), an equal opportunity employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination; all qualified applicants will receive consideration for employment. JSA is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.