



APPLICATION DEADLINE: 11-17-2017
DEPARTMENT: Development
HIRING SALARY: \$18 per hour, 20 hours per week

COMPANY SUMMARY:

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of Oregon & SW Washington's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement will reach over 44,500 students this school year 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.

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 so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Oregon & SW Washington offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT: The Development Specialist is responsible for providing support to the Vice President of Operations and Development Manager for Junior Achievement of Oregon & SW Washington for all tasks related to fund development to achieve business objectives. This position conducts prospect research, maintains the donor and funding database, provides event management support, and provides general administrative support in planning and logistics of meetings with the Board of Directors and key constituents.

PRIMARY RESPONSIBILITIES:

- Manages the development databases, such as BCRM and the shared drive, to ensure all donor information, prospect plans, and gifts received are recorded, tracked and reported in a timely and accurate manner.
- Conducts research on prospective donors, foundations, and other funders as directed.
- Manages logistics of development appeals correspondence.
- Assist in the management of Special Events.
- Advises and supports the Vice President of Operations and Development Manager as needed.
- Assists with logistics, communications, and materials for Board, committee and annual meetings.
- Provides administrative support as needed.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree or equivalent.
- Minimum of 2 years of experience in a corporate or non-profit administrative role.
- Strong oral, written, and organizational skills.
- Exceptional writing skills with the ability for persuasive case development.
- Demonstrated ability to work in a high pressure, fast paced environment managing multiple tasks and meeting deadlines in a timely and accurate manner.
- Strong skills with all Microsoft Office applications and familiarity with database platforms.

- Strong interpersonal skills with demonstrated customer focus in dealing with a variety of constituents.

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

TO APPLY:

Send resume with cover letter to:

Rachel Cline

Junior Achievement of Oregon & SW Washington

7830 SE Foster Road

Portland OR, 97206

rcline@ja-pdx.org (submissions via email preferred)

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.