



Ashtabula County District 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, remote friendly, inclusive work environment, and the opportunity to impact the lives of young people in our community.

POSITION TITLE: Ashtabula County District Manager

COMPENSATION: Salaried; Part-Time; Remote

Junior Achievement of Eastern Ohio offers flexible working schedule, benefits including PTO & paid holidays, mileage reimbursement for most work-related travel.

POSITION CONCEPT:

Junior Achievement of Eastern Ohio is seeking a remote part-time District Manager responsible for coordinating fundraising, programs, volunteers, and advisory board members efforts in Ashtabula County. The role of District Manager is to effectively grow the Junior Achievement brand throughout the county. This position works closely with the Program & Special Events Manager and Education Managers and reports to the President. Candidate will be highly organized, motivated, collaborative, an effective communicator, and comfortable taking the lead with external partners. This position requires travel within a four-county area. Participation in all JA events is expected.

PRIMARY DUTIES:

- Prepare correspondence and reports for Advisory Board Meetings. Provide monthly updates.
- Recruit and onboard new Advisory Board Members that represents a diverse group of individuals and skillsets.
- Track personal interactions, solicitations, and follow-up tasks, communicating next steps to the team, as required.
- Interact with 18 Under 18 honorees throughout the year, a minimum of 4 touch points, such as program events, scholarship opportunities, special events, and other engagement opportunities.
- Collaborate with the program and special events manager to identify prospective sponsors, participants, and partners for fundraisers and program events.
- Collaborate with the education team to identify & schedule prospective volunteers and program interests.
- Represent Junior Achievement at educational & community events to increase program awareness & participation.
- Conduct preliminary research on prospective corporate, foundation, and individual donors.
- Maintain accurate records and notes in JAEO databases, BCRM, Constant Contact, Qgiv, QuickBooks and Google Drive.
- Distribute communications including letters, newsletters, campaigns, annual appeals, and annual reports.
- Other duties as assigned.

EDUCATION/EXPERIENCE REQUIRED:

- Must have excellent oral, written, and presentation skills with the ability to effectively interact with supporters, grantees, staff, board members, vendors, and the public.
- Ability to work collaboratively with diverse internal and external stakeholders, as well as independently.

- Strong organizational and time management skills; keen attention to detail and diligent follow through a must.
- Demonstrated ability to work in a small team environment.
- Ability to work accurately and quickly under stress to meet deadlines.
- Effective problem solving and decision-making skills.
- Knowledge of Blackbaud CRM, Constant Contact, and Qgiv a plus.
- Advanced Microsoft Office experience.
- Demonstrated ability to independently organize, plan, and carry out activities to meet specific timelines and goals.
- 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, 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 along with cover letter and references:

email:

michele.merkel@ja.org

subject line: District 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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