



Grant Writer & Student Event Logistics Coordinator

ORGANIZATION SUMMARY:

Junior Achievement's (JA) purpose is to inspire and prepare young people to succeed in a global economy. JA reaches students annually 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.

POSITION CONCEPT: The Grant Writer & Student Event Logistics Coordinator is responsible for all aspects of the grant process, including writing corporate and foundation grants. This position also assists the JA education team with logistics of various JA student events. This is a part-time 20-25 hour per week position.

PRIMARY RESPONSIBILITIES:

- Write applications for 35+ corporate and foundation grants per fiscal year.
- Use multiple online grant systems to apply for grants that are relevant to Junior Achievement's programs.
- Manage the implementation of grants awarded, including working with JA education team members to ensure grant requirements are completed; gathering data requested by grantees; and completing final reports in a timely manner.
- Utilize JA USA platforms to collect data for grants.
- Prepare program budgets yearly for individual areas assigned and then modify for each grant application.
- Research potential grant opportunities using Instrument's web-based grant management platform that are relevant to Junior Achievement's programs.
- Track all changes to JA USA programming, to keep current on what programs JA OKI offers and is appropriate to include in grant applications. Meet with the Education Team weekly.
- Manage JA USA pass through grants as required.
- Assist the education team with logistics of various JA student events throughout the year, as needed.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree in related field or equivalent combination of education and experience, including successful fundraising through grant writing.
- Proven relationship builder with business development and persuasion skills.
- Proven track record in grant development and fundraising initiatives. Proven experience in meeting deadlines and exceeding goals. Strong interpersonal, telephone, written, and presentation skills.
- The ability to manage multiple priorities is essential. Good organizational skills. Proven ability to maintain confidential information.
- Previous event planning experience a plus.
- Must be proficient and experienced in Microsoft Office.

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.