



**Junior
Achievement™**
of San Diego County

**INSPIRING
YOUTH**

<u>Position Title:</u>	Philanthropy Manager
<u>Reports To:</u>	Vice President of Development
<u>Type:</u>	Full Time, Exempt Monday-Friday and evenings, occasional weekend
<u>Compensation:</u>	\$75,000-90,000 annually, commensurate with experience and qualifications

Organization Summary:

Junior Achievement of San Diego County (JA San Diego) empowers young people to own their economic success through Common Core-aligned K-12 programs focused on financial literacy, work readiness, and entrepreneurship. These programs enable students to make a connection between what they learn in school and how it can be applied in the real world—enhancing its relevance and increasing students’ awareness of the value of education, the importance of planning for the future, and the impact of their decisions. These early insights are essential building blocks for economic empowerment and self-sufficiency.

JA San Diego teammates are known for their passion for the JA mission to empower youth and drive to build a bright future for San Diego. JA San Diego offers a collaborative, innovative, and inclusive work environment.

Job Function:

The Philanthropy Manager is a key member of the Development Team responsible for growing philanthropic support for JA San Diego through strategic donor cultivation, stewardship, and fundraising execution. This role manages a portfolio of individual, corporate, and foundation donors (\$650,000-\$1,000,000) while identifying and engaging new funding partners aligned with JA’s mission.

Working closely with the Vice President of Development, CEO, and Chief Impact Officer, the Philanthropy Manager will help advance annual fundraising goals by securing major gifts, grants, sponsorships, and long-term philanthropic partnerships. This role requires a strategic thinker who can balance relationship management, grant writing, and fundraising operations in a fast-paced, collaborative environment.

With an established and growing donor portfolio, this role will focus on both stewarding existing relationships and building new pipelines of philanthropic investment across the region.

Essential Functions

- Proven track record of an ability to articulate, solicit, and follow-up on funding opportunities from individual, corporate, and institutional donors; Ability to secure new, and grow existing gifts .
- Represent Junior Achievement in the local community and participates in networking, outreach activities, and collaborations to advance the organization's fundraising efforts and mission.
- Responsible for executing fundraising strategies, including grant writing, donor cultivation, and event planning to secure financial support for Junior Achievement programs.
- Supports donor relationships by managing communications, recognizing contributions, and ensuring timely donor acknowledgments.

- Maintains accurate records of donor information, gifts, and interactions in the donor management system, ensuring data integrity and compliance with reporting requirements.
- Assists in planning and executing fundraising events, coordinating logistics, and supporting their success.
- Manages the grant-seeking process, including research, proposal development, submission, and reporting, to secure foundation, government, corporate, capital, and individual financial support.
- Collaborates with team members to create donor communications, promotional materials, and social media content that engages donors and the community.
- Manage stewardship and engagement of Junior Achievement of San Diego County's Board of Directors by providing regular updates on fundraising progress, donor activity, and strategic development priorities.
- Prepare development reports, dashboards, and presentation materials for Board meetings, Board Committee meetings, and other board related discussions.
- Research potential donors and funding opportunities to expand the donor base and diversify funding sources.
- Collaborate with local businesses and organizations to explore partnership opportunities, sponsorships, and in-kind donations.
- Assists in engaging and recognizing volunteers contributing to fundraising efforts and events.

Qualifications:

- 3-5 years of experience in direct fundraising, development, or related fields; CFRE, and/or relevant fundraising certificate holders encouraged to apply.
- Major gift fundraising experience required, with experience in asking for and closing major gifts of \$10,000 or more.
- Experience managing a portfolio of individual, corporate, and foundation donors (\$650,000-\$1,000,000) while identifying and engaging new funding partners aligned with organizations mission.
- Demonstrated knowledge of broad-based fundraising techniques, including capital campaigns, major gift, and stewardship programs.
- A comprehensive understanding of donor engagement, stewardship, and the ability to build and maintain long-term donor relationships.
- Exceptional strategic planning skills to develop and execute comprehensive fundraising strategies aligned with Junior Achievement's goals.
- Outstanding written and verbal communication skills to effectively convey Junior Achievement's mission and impact to donors, volunteers, and the community.
- Align with JA San Diego Values of **People, Progress over Perfection, and Positivity** and a commitment to Junior Achievement's mission.

Benefits:

- Medical (75% employer paid for staff and 50% for dependents), dental and vision (75% employer paid for staff and dependents), life (100% employer paid) and long-term disability insurance (employee paid)
- 401k plan with employer match
- PTO, Sick time, and paid time off for major holidays

To Apply:

Send cover letter and resume to: Linda O'Connell, loconnell@jasandiego.org

This position description is a general overview of the duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.