

## POSITION CONCEPT:

The Director of Development is responsible for identifying, cultivating, securing, and stewarding a diverse portfolio of supporters including individuals, corporations, foundations, and other partner organizations to meet the revenue and business objectives for JA of Southeast Texas (JASET). This is accomplished through initiative and ownership, working collaboratively with other JA associates, and with board members.

## PRIMARY RESPONSIBILITIES INCLUDE:

- Fundraising through gifts and sponsorships from companies, individuals, and foundations to meet/exceed annual revenue goals.
- Fostering superior relationship and building capacity with key partners such as board members, government entities, investors, foundations, corporate entities, volunteers, other non-profit agencies, educational institutions, and other constituents to manage fundraising campaigns through direct solicitations and proposals.
- Writing grants, preparing impact reports, and completing compliance documents required by funders.
- Preparing materials needed for meetings with prospective donors and board members.
- Researching, identifying, and soliciting companies, foundations, and individuals whose interests and priorities match current or future projects for Junior Achievement of Southeast Texas.
- Executing all aspects of an effective plan for new business development by identifying new prospective individual donors and partnering organizations, proposing investment and participation opportunities, and stewardship.
- Working collaboratively with the SVP of Development and JASET President to strategize and develop plans to increase revenue and build organizational capacity.
- Maintaining a portfolio of donors/prospects and participating in a robust stewardship practice that effectively engages all constituents – alumni, staff, board, volunteers, and donors – to create an effective resource pipeline, increase retention of funder relationships, increase revenue from existing relationships, and enhance the JA Brand.
- Managing all JA USA & JA Worldwide pass through funding agreements and reports.
- Maintain the JASET website to ensure local content is updated and assist with providing content for social media platforms.

## EXPERIENCE & EDUCATION REQUIRED:

- Bachelor's degree in related field or equivalent combination of education and experience, plus minimum 5 years of successful sales or fundraising experience involving corporate, individual, and foundation solicitation.
- Proven relationship builder with business development skills.
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities ranging from the routine/day-to-day to the highly creative/visible.
- Possess a strong work ethic and be willing to work occasional evenings and weekends related to resource generation and constituent relations.
- Excellent oral and written communication skills emphasizing public speaking, persuasive communication, effective listening, and ability to listen and translate concepts into language that connects with specific constituents.
- Ability to speak in a large public setting.
- Proven experience in meeting deadlines and exceeding goals.
- Ability to manage multiple priorities with great organizational skills.
- Proficient and experienced in Microsoft Office suite.
- Maintain a valid driver's license and vehicle transportation required to meet the responsibilities of the position.

**Schedule:** 40 hours per week  
Monday to Friday (8-hour shifts)  
Hybrid  
Salary Range: \$65,000-\$80,000/annually; benefits eligible

**To Apply:** Please email cover letter and resume to: [jcraig@jahouston.org](mailto:jcraig@jahouston.org)

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.

Revised 9.17.2025