



Development Manager

West Business Unit

Junior Achievement of Northern Indiana (JANI) Full-Time | Hybrid | Some Local Travel Required

COMPANY SUMMARY:

Junior Achievement of Northern Indiana's (JANI) purpose is to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences. JANI seeks candidates that are passionate in their work, committed to excellence, have a high level of integrity, value relationships, and believe in the power of collaboration.

POSITION SUMMARY:

The Development Manager role for the West Business Unit is a full-time, hybrid, work from home and office position that supports all the counties in the unit. These counties include Benton, Carroll, Cass, Fulton, Jasper, Miami, Newton, Pulaski, Tippecanoe and White counties. This position manages local annual fundraising campaigns, some local grants, event revenue, and sponsorship solicitation. The Development Manager oversees event committees and attends networking events. This person will work directly with the part-time event manager who manages event logistics and media relations. The Development Manager will attend advisory board meetings with the Director and report as needed during those meetings. The position reports to the Development Director of the West Business Unit and also works collaboratively with the Program Managers, and the Experiential Learning Center Director to ensure quality service to schools, volunteers, donors, committees, and the advisory boards of directors. Training will take place in the Fort Wayne and Lafayette offices.

PRIMARY RESPONSIBILITIES:

- Lead meetings for event committees
- Coordinate responsibilities with event manager
- Develop and implement strategies to meet annual fundraising goals
- Make direct fundraising asks in partnership with the board and committees
- Research and pursue new funding opportunities
- Maintain weekly development reports including donor activity, event revenue, and budget tracking.
- Prepare and gather information for grants and report backs
- Support stewardship initiatives

SKILLS/ WORK CONDITIONS/ EXPERIENCE:

- Excellent communication and relationship-building skills
- Ability to set and achieve goals, manage multiple priorities, and follow through
- Strong organizational and problem-solving abilities
- Self-motivated and able to work independently
- Comfortable engaging with diverse community stakeholders and business leaders
- High level of professionalism, integrity, and accountability
- Full-time hybrid position based in or near West Unit counties
- Occasional early mornings, evenings, or weekends for events and meetings
- Travel within the West Unit, Fort Wayne and other service territory as needed
- Bachelor's degree or equivalent experience preferred
- Previous fundraising, sales and/or event management or planning experience preferred

Please email cover letter with resume or direct any questions about the position to:

Kristina Arguelles | Development Director

Carroll, Cass, Jasper, Newton, Pulaski, White, Tippecanoe,
Benton, Fulton, & Miami Counties

Junior Achievement of Northern Indiana

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