

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 North Central Business Unit is a full-time, hybrid position that supports all counties within the unit. These counties include Elkhart, LaPorte, Marshall, Starke, and St. Joseph.

This position manages local annual fundraising campaigns, some local grants, event revenue, and sponsorship solicitation. The Development Manager will provide event management support as needed and coordinated with the Director of Development of the North Central Unit, ensuring alignment with unit priorities and staffing capacity. This includes leading event committees or taking on event responsibilities when assigned.

This Development Manager will work directly with the Event Manager, who manages event logistics. Both the Development Manager and Event Manager report directly to the Director of Development of the North Central Unit and work collaboratively with the Program Managers, Career Initiatives Manager, and the Experiential Learning Center Director to ensure quality service to schools, volunteers, donors, committees, and advisory boards. The Development Manager will also attend advisory board meetings with the Director of Development and report as needed during those meetings.

Training will take place in the Fort Wayne and Elkhart offices.

PRIMARY RESPONSIBILITIES:

- Lead meetings for event committees as needed, and provide event management support as coordinated with the Director of Development of North Central Unit
- 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 North Central Unit counties
- Occasional early mornings, evenings, or weekends for events and meetings
- Travel within the North Central 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:

Jessica Hilary | Director of Development North Central Unit
Elkhart, LaPorte, Marshall, Starke, and St. Joseph Counties

Junior Achievement of Northern Indiana
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