



POSITION DESCRIPTION: President, JA of South Central Kentucky

PURPOSE OF POSITION:

Directs a major Junior Achievement franchised area as chief executive officer within policies established by the local Board of Directors. Responsible for all planning, finance, fund raising, program, public relations, staff development, and administrative operations.

POSITION RESPONSIBILITIES:

- Assures that Junior Achievement operates in compliance with all requirements of the Junior Achievement Operating Agreement and other requirements established by the Board of Directors.
- Assures the financial stability of the Junior Achievement operation to support operational and strategic plans and sustainability of the organization including the development and implementation of innovative, effective fund raising campaigns, accurate and timely financial reporting, analysis of financial information; development of a budget and management of financial resources to meet all organizational objectives.
- Develops and implements strategic plans that assure the stability and growth of JA in the Area within the context of the internal and external market forces and regulations.
- Identify, cultivate, solicit and steward both annual and major gifts developing a comprehensive donor engagement tool.
- Works with the Board of Directors to develop policy and assure proper governance of the organization.
- Works with the Chairman of the Board of Directors to recruit, orient, and encourage engagement of Board members; manage effective regular meetings with the Board including the development of the agenda and any reports and materials.
- Works with Advisory Boards and constituents throughout the twelve County South Central Kentucky region.
- Accurately projects staffing requirements; recruits, hires and trains associates; manages staff performance to assure achievement of all goals and objectives.
- Manages implementation of all programs and ensures programs are executed within acceptable standards to assure growth in student impact.
- Plans and implements special events such as the Mini Corvette Challenge, the JA Golf Classic, Business Hall of Fame, etc.
- Prepares, gains Board approval and implements a public awareness plan and acts as a representative with governmental, political, community, civic and industry groups.
- Various administrative duties associated with daily operations.
- Other duties as requested by the Board of Directors.

QUALIFICATIONS REQUIRED:

- Bachelor's degree
- Demonstrated expertise in sales/marketing or fund raising
- Four years experience in related field with successful track record
- Excellent management, communication, organization and interpersonal skills
- Experience with Event Planning
- Demonstrated understanding of the free enterprise system
- Willingness to undergo criminal and credit background check

DESIRED QUALIFICATIONS:

- Management experience in education or nonprofit organization
- Experience working with a Board of Directors and volunteers
- CFRE certification