



### Position Description

**Associate Director, Institutional Giving**  
**Junior Achievement of New York, Inc.**

[www.JANY.org](http://www.JANY.org)

### THE POSITION – Associate Director, Institutional Giving

**Reports to:** JA New York Vice President for Resource Development and works closely with Vice President for Programs.

**Supervises:** Manager, Institutional Giving

**Position Overview:** The Associate Director, Institutional Giving is responsible for meeting budget goals for corporate, foundation and government support by overseeing all public and private grant functions, including the preparation of grant proposals and stewardship reports, prospecting for new sources of grant revenues, managing the grant/reports calendar and updating all relevant grant related information in BCRM.

### THE ORGANIZATION:

Junior Achievement of New York's (JA New York) mission is to inspire and prepare young people to succeed in the global economy. We are in the business of empowerment. Our programs focus on three key content areas — financial literacy, entrepreneurship, and work/college readiness. A dedicated network of corporate, community and student volunteers teach our high-quality K-12 curricula in-school, after-school and in workplace settings.

JA New York serves the five boroughs of New York City; Nassau and Suffolk counties on Long Island; and Westchester, Rockland, Putnam and Orange counties in the lower Hudson Valley. It is the local affiliate of Junior Achievement USA, the nation's oldest and largest economic education organization. Our organization is headquartered in midtown Manhattan and includes offices on Long Island and in Westchester. In 2019 we reached more than 100,000 students in 330+ schools across the region.

### **Primary Substantive Responsibilities:**

- Oversee the development of all grant proposals and reports related to corporate, foundation and government funding solicitations
- Serve as a member of the government relations working group to develop and execute government funding strategy.
- Supervise the Manager , Institutional Giving, who will maintain the grant management system in BCRM, updating prospects, contact information, activity, follow up; as well as maintain calendar indicating renewals, reports, new prospect deadlines
- Work with Program and Development staff on ongoing basis to determine funding opportunities and priorities for existing and new programs
- Conduct regular new funder prospecting, keeping up to date on emerging philanthropic trends in our field, and staying current on the funding relationships of competitor organizations.



- Maintain collaborative working relationships with other staff to ensure maximum support for Resource Development throughout the organization.
- Prepare and present reports on a regular basis for the President and VPs

**Preferred Abilities/Competencies:**

- Bachelors degree
- 3-5 years experience in corporate, foundation and/or government grants and stewardship (education and youth development field a plus)
- Excellent communication and teamwork skills
- Excellent written skills and strong proofreading skills
- An intellectual curiosity about the programs we offer and the societal needs they address, as well as an interest in business and how corporate philanthropy works.
- Strong analytical skills, ability to glean actionable information from data and feedback; ability to develop budgets and revenue reports
- Experience with donor CRM and moves management tools, such as Raisers Edge/BCRM/Salesforce

Applications with a cover letter will receive priority review. If your work experience does not specifically align with the position listed, please include a description in your cover letter how your experience might position you for success in the role. Salary range expectations would be appreciated.

JA New York is committed to diversity, equity and inclusion, and to cultivating and maintaining a workforce and board that reflect the students we serve.

Contact [rcolombo@jany.org](mailto:rcolombo@jany.org) with resume and cover letter