



## Special Projects Coordinator Southeastern Washington Region

### **COMPANY SUMMARY:**

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of Washington's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement of Washington reaches over 75,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement of Washington associates are known for their passion for the mission that brings together business and education to work with students in kindergarten through high school, so they are empowered to own their economic success. Members of the team interact with community leaders who support Junior Achievement of Washington with their time, treasure, and talent. Junior Achievement of Washington offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

### **POSITION CONCEPT:**

The Special Projects Coordinator will be responsible for all aspects of fundraising auctions affiliated with seasonal special events for Junior Achievement. Working with staff, board members and community partners, you will identify and procure donations consistent with local fundraising goals. In addition, duties involve assisting the Development Team with special projects and other duties including but not limited to luncheons/socials and JA Titan Business Challenge. This part time position located in Kennewick is budgeted to remain under 999 hours annually.

### **PRIMARY RESPONSIBILITIES:**

- Work with Regional Director and Director of Development and Marketing to assure overall success of events and meet financial goals
- Develop strategic alliances with businesses and individuals in the community to support the organization
- Identify and solicit new and previous year's donations for auctions to meet annual auction revenue objectives
- Manage all aspects of implementing multiple seasonal auctions including: create and coordinate marketing materials, paragraph write-ups, bid sheets, correspondence materials, thank you letters, event materials, online auction platforms, etc.
- Secure miscellaneous donations to keep event costs down.
- Maintain detailed, accurate and thorough record keeping and tracking for various accounts. Accuracy, attention to detail and completeness are critical.
- Create relevant collateral materials for marketing assigned projects
- Work in a collaborative setting to assist with various projects, including but not limited to; luncheons, recognition events, board meetings, receptions and fundraising events.

### **SKILLS REQUIRED:**

- College degree or equivalent work-related experience
- Successful demonstrated fundraising and procurement results

- Proficient in all MS Office, with emphasis on Excel and Publisher
- Sales/marketing experience and/or excellent communication skills
- Ability to work both independently and as part of a team
- Excellent organizational skills and attention to detail
- Must be able to work core hours, 9 AM – 1PM, with increased hours during events and decreased hours during summer months.

**PHYSICAL REQUIREMENTS:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

**TO APPLY FOR THIS POSITION:**

Submit cover letter and resume to: [hiring@jawashington.org](mailto: hiring@jawashington.org).

*Junior Achievement of Washington is an Equal Opportunity Employer. JA of Washington does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.*

*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.*

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