



Junior Achievement of South Florida – Grant and Government Relations Manager

Position Description: This role manages grants and public partnership relationships and works with various intra-organizational departments to enhance funding models and identifies new funders to sustain programs initiatives to advance the Junior Achievement of South Florida (JA) mission.

Cultivating relationships with public officials, private, family and corporate foundation partners is intrinsic to the success of this position. The Grant & Government Relations Manager is focused on understanding funder priorities and how they connect with JA programming and advocating for support of current and future initiatives. The person will need to re-enforce relationships with donors and partners to help keep the organization fiscally sound.

The Grant & Government Relations Manager needs to be methodical and strategic in managing overall grant efforts, documenting payments, optimizing processes, preparing progress and annual reports, and ensuring deliverables are met. The ideal candidate for this role should have exceptional organizational skills, great leadership qualities and enjoy connecting with community leaders. This role will uphold quality standards for the organization, assures adherence to oversight processes, and develops and maintains positive relationships at all levels. The Grant & Government Relations Manager reports directly to the Vice President of Development and works closely with the Vice President of Programs, Marketing Manager, JA Board Members, community partners, donors, mentors and advocates.

Essential Duties and Responsibilities

- Manage an existing pipeline of grant opportunities with foundation, individual, corporate and public partners
- Maintain a strong understanding of new and existing JA K-12 programs.
- Develop and maintain relationships to secure funding for program development and implementation, organizational capacity building and capital improvements.
- Maintain accurate financial records; prepare invoice requests and gift pledges; manage budget with no overages; properly code and organize all expenses.
- Oversee funder requirements and deliverables are completed specific to grant funded programs such as capturing photos, testimonials, reports, etc. Work with program managers to collect data for reports.
- Optimize grant progress tracking through workflow processes and procedures to ensure accurate and efficient collection and reporting of grants data.
- Schedule tours and meeting with public funders and local, county and state officials to advocate support of programming that impacts the constituents in their districts.
- Solicit new funders through a variety of methods including large/small group presentations, outreach to possible corporate partners and foundations.
- Maintain regular positive communication with funders to cultivate and advance relationships.

- Keep accurate and organized donor records in web-based relationship management program (BCRM)
- Work with Manager of Strategic Partnerships to develop and implement recognition programs that are of interest and value to supporting partners, including event attendance, awards, and recognition.

Knowledge, Skills, and Abilities

- Strong communications skills (written/verbal)
- Highly organized
- Results/action and solutions-oriented
- Solid public speaking/presentation skills
- Ability to effectively utilize a robust CRM database system
- Ability to handle several projects simultaneously in a dynamic, team-oriented environment and effectively
- manage work flow to meet deadlines
- Interpersonal savvy to deal with education, community and corporate leaders
- Effective managerial, project management and customer service skills
- High level of flexibility and responsiveness with the ability to shift priorities quickly and as organizational demands require
- Self-starter with the ability to take initiative and develop solutions quickly and effectively
- Resourceful; creative problem solver
- Ability to help create the desired organizational culture
- Unquestionable personal code of ethics, integrity, diversity and trust
- Build trust internally and externally, and project a professional image
- Discretion to handle confidential information

Experience and Qualifications

- Bachelor's degree required
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint required. SharePoint, Teams a plus) and advanced computer literacy
- Experience with Blackbaud products (BCRM, Raiser's Edge, etc.) a plus
- 5 or more years of experience with grant funded program coordination, relationship development, proposal writing and report management
- Knowledge and experience in K-12 education programming a must

Compensation and Schedule

- This is a salaried position with a compensation package that includes generous Paid Time Off, medical benefits fully paid for the individual and additional workplace benefits.
- Weekly schedule ranges but is approximately 8:30am – 5pm with additional time as needed to complete projects. Evening hours are sometimes required.
- Occasional support is required for organization signature events that may occur on weeknights and weekends.

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.

About Junior Achievement of South Florida: Junior Achievement of South Florida (JA) inspires and prepares youth to succeed in a global economy. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit; offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. Last year, with the help of over 7,000 trained corporate and community volunteers, JA delivered twenty-plus various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach Counties. For more information, please visit www.jasouthflorida.org.

To apply, please send your cover letter and resume to Jennifer@JASouthFlorida.org with the subject line of COMMUNITY PARTNER & GRANT MANAGER.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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