



Position Title: Events and Stewardship Manager
Classification: Full-time, Exempt, PTO & Benefits
JA Office: Junior Achievement of the Bluegrass
Reports To: President
Salary Range: \$52,000-\$59,000

Position Overview: As part of a collaborative team environment, the Events and Stewardship Manager is responsible for leading and executing key fundraising events, fostering relationships with strategic partners, and implementing stewardship strategies to build the JA brand experience and support the mission of JA of the Bluegrass. The ideal candidate will be a dynamic, energetic, creative team player who thrives on building relationships and connecting passion for mission through fundraising events and organization stewardship to advance the organization's impact.

ROLES & RESPONSIBILITIES:

- Organize and execute assigned fundraising and educational events to successfully meet goals and build awareness for JA's mission.
- Coordinate with leadership team members to cultivate relationships with individual and corporate supporters and volunteers.
- Secure and coordinate all appropriate permits, permissions, and licensing prior to events.
- Develop and execute sponsorship and stewardship recognition plans related to assigned events.
- Assist with the creation of individual event budgets within the annual organizational budget.
- Identify and solicit in-kind donations for events.
- Plan and task event timelines.
- Recruit, supervise, and train volunteers at events.
- Establish and execute all assigned event logistics, including leadership and oversight for event production; from planning (invitations, collateral, etc.) to wrap-up (timelines, meetings, staffing, run of show, etc.).
- Develop event collateral pieces, including coordinating the design, layout, and printing process.
- Initiate and maintain ongoing relationships with local media outlets to increase awareness of JA and promote specific initiatives, programs, and events.
- Help maintain and update JA website content related to events and provide content for social media platforms.
- Cultivate and nurture donor relationships through personalized communication, follow-up, and engagement strategies.
- Develop and implement tailored acknowledgment programs, including handwritten thank-you notes, personalized emails, and public recognition.
- Other duties as assigned.

BEHAVIORAL COMPETENCIES:

Accountability

- Accepts responsibility for delivering on assigned goals and deliverables.
- Maintains composure in difficult situations and can shift quickly to objective, problem-solving behaviors in order to deliver results.
- Avoids excuses and blame-shifting.

Active Engagement

- Participates in projects, tasks, meetings and workplace interactions with positive enthusiasm.
- Demonstrates an obvious energy in performing the role.

Growth & Improvement

- Actively seeks opportunities to increase industry knowledge and become a subject matter expert in the field.
- Willing to accept stretch goals and challenging projects to gain valuable experience and continuously develop as a professional.

Integrity & Trust

- Earns the trust and confidence of coworkers and constituents through honest communication, ethical behavior and professionalism in all interactions.
- Admits mistakes, does not misrepresent self or information, and keeps confidences.
- Is dependable and known to be someone who will do what is promised.

Junior Achievement Teamwork

- Operates in a collaborative environment - Contributes to meeting team deadlines and engages effectively with others to achieve goals.
- Advocates for the entire organization, including helping to recruit classroom volunteers and teaching JA programs when needed.
- Maintains an approachable demeanor to encourage positive working relationships and promote effective communication.
- Demonstrates a willingness to pitch in to help team members succeed (even in areas outside their role).
- Interacts well with many types of personalities and handles difficult interactions without escalating tension.
- Models appropriate work/life balance behavior and supports employees in their pursuit of balance.

EXPERIENCE/EDUCATION:

Required:

Bachelor's degree in business administration, marketing, communications or a related field or two or more years of direct experience in marketing or fundraising; strong organizational and project management skills; excellent written, verbal, interpersonal and presentation skills; detail oriented; knowledge of various marketing platforms, including print, social, digital and email; basic experience with Microsoft tools; knowledge of Adobe Creative Suite tools; Canva, willingness to learn new software and programs; ability to work in a fast-paced environment and manage multiple tasks and deadlines.

In addition to the above requirements, candidate must:

- Uphold and uplift JA's five core values: Collaboration, Optimism, Philanthropy, Relevance, and Respect.
- Follow all agency policies and procedures.
- Carry out the essential functions of the position with, or without, accommodation.
- Demonstrate awareness and understanding of cultural and ethnic diversity of constituents, staff, and community partners.

The above position description is not all-inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.