



Position: Regional Program Resource Manager

Reports to: Senior Regional Program Resource Manager FTE Status: Full-time exempt, benefits available
Location: Evansville, IN

ABOUT JUNIOR ACHIEVEMENT OF SOUTHWESTERN INDIANA (JASWIN)

We are the passionate people who seek to educate and inspire young people to succeed in a global economy. JASWIN supports JA operations throughout Southwestern Indiana and Southeastern Illinois. JASWIN reaches students in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, run their own businesses, and develop readiness for careers or college.

JASWIN associates are known for their passion for the JA mission bringing together business and education to work with students in kindergarten through high school empowering them to own their economic success. Members of the JASWIN team interact with community leaders who support JASWIN with their time, treasure, and talent. JASWIN offers a collaborative, inclusive work environment, and the opportunity to impact the lives of young people in our community. JASWIN is committed to hiring a diverse and multicultural staff and encourage applicants from under-represented backgrounds.

Position Concept: Junior Achievement of Southwestern Indiana (JASWIN) seeks a passionate, organized, and detail-oriented individual as a critical member of the impact team responsible for executing annual goals in an assigned region through the cultivation, development, and stewardship of constituents – educators, investors, volunteers. The position is responsible for program management with particular emphasis on recruiting, training, placement, support, and recognition of volunteers. Facilitates activities of volunteers and teachers, upholds quality standards for the organization, assures adherence to program models and program expansion, develops and maintains good educator relationships at all levels.

PRIMARY DUTIES AND RESPONSIBILITIES:

Program Implementation and Management

- Implement JA programs and recruit volunteers in assigned region per the Strategic Plan
- Assure program quality through teacher and volunteer communications
- Provide feedback, program materials, and resources to volunteers and teachers.
- Develop and maintain relationships with school district leadership and teachers, aligning JA resources to meet educational needs.
- Organize and implement volunteer orientations and trainings
- Oversee JA experiences within assigned region
- Ensure adherence to JA USA program implementation models and understand all needed program variances, R&D applications, and local project applications.
- Mindful that data in the system is as up-to-date and complete as possible; volunteers receive program materials and are properly trained; and administrator and educator communications and trainings occur in appropriate timeframe.
- Handle general records and correspondence with volunteers and prospects, file class registration forms, communicate with marketing on volunteer needs, and supervise procurement and delivery of all program materials.
- Requires strong understanding of new and existing program products.
- Provide ongoing customer service and support throughout all interactions with Junior Achievement to promote satisfaction and retention.

Relationship Development, Cultivation, and Stewardship

- Develop and solicit resources in assigned region in all three key component areas—donors, educators and volunteers—in order to meet organizational goals
- Work with Advisory Boards in conjunction with VP Strategic Partnerships to further the mission and establish community relationships in assigned region
- Partner closely with staff members to gather strategic information and direction necessary to meet regional goals
- Coordinate with Marketing and Senior Regional Manager recruitment, recognition, and stewardship strategies for volunteer and educator stakeholder groups
- Position JA as a regional thought leader and solutions provider by passionately articulating Junior Achievement’s mission, vision and value proposition in response to community challenges and opportunities
- Identify opportunities to expand existing partnerships and increase volunteer engagement
- Maximize every interaction with every stakeholder for the greater good of the organization and community

Other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor's degree or relevant work experience required
- Experience in one or more of the following: sales, volunteer management, event management, fund development.
- Expertise in Microsoft Office suite and also multiple video conferences platforms (i.e. MS Teams, Zoom, etc.)
- Experience with constituent relationship management database, preferred
- Regional travel required

SKILLS

- Passion for JA's mission
- Strong relationship management skills with the ability to work with and provide quality experiences for a variety of constituents: students, educators, volunteers, and investors
- Ability to collaborate in a team environment
- Strong Business acumen and exude confidence and integrity in daily work
- Exceptional customer service relationship mindset
- Self-motivated, with a high level of energy
- Ability to organize many tasks at once with great attention to detail
- Ability to set and achieve goals and benchmarks independently
- Ability to meet people and build rapport easily and make connections
- Strong problem-solving and reasoning skills
- Expertise juggling competing demands, managing limited time, and having adaptability in fast-paced environment
- Eager to pursue new partnerships to facilitate community impact
- Excellent organization, presentation and written and oral communication skills
- Professional appearance, conduct, and demeanor required

BEHAVIORAL COMPETENCIES:

At Junior Achievement of Southwestern Indiana, we consistently exemplify to each other and to all stakeholders the following interdependent values and associated behaviors. The bedrock for the successful achievement of the JA mission on an ever-increasing basis is a commitment to safeguarding a sound behavioral culture that unleashes our best ideas for the benefit of all stakeholders and the community at large.

- We act with trust, integrity, accountability, and honor in every interaction with each other and our stakeholders no matter the circumstance or situation.
- We operate with a growth mindset and are role models of the sound economic principles we impart to students. We believe every transaction with every stakeholder holds within it the possibility that through our programs one more student has the opportunity for greater economic success and one more teacher has an effective set of tools to launch a student's future.
- We are responsible, independent thinkers while realizing the synergies of teamwork create a multiplying effect of sound ideas. We practice collaboration. We solve challenges in a rational, facts-based manner. We come to any decision-making or problem-solving table prepared to genuinely participate. We invite an understanding of each other's perspectives and work through our differences with the goal of doing what is in the best interest of our organization as opposed to any one individual or group.
- We enjoy open, candid, and non-malicious discussions to increase the quality of work efforts, stimulate creativity and efficiencies and respect the human spirit. Gossip, negativity, breaches of trust, blaming, fault-finding, or making excuses erode our culture and are not tolerated for any reason because these behaviors diminish the organization and our collective well-being. We practice critique as opposed to criticism. We critique at the beginning, during, and at the end of any process, event or planning session. We actively seek suggestions for continuous improvement.
- Each staff member strives and achieves professional development by working to grow in skill, knowledge, and maturity. We have a responsibility to pursue development in order to effectively serve all stakeholders.
- Attitude is everything at Junior Achievement of Southwestern Indiana. Believing in the best in ourselves and others is an inherent part of who we are and is a crucial part of our mission. We positively influence our work environment, both internally and externally. "It is not in my job description," does not exist at our organization. As team members, there is no task we are unwilling to do.

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.

BACKGROUND CHECK: This position is subject to the successful completion of a background check / verification of educational credentials contained in resume.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. JASWIN is an equal opportunity employer. We do not discriminate on the bases of race, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

About the Organization: The mission of Junior Achievement is to empower young people to own their economic success through financial literacy, workforce readiness and entrepreneurship education. By showing students how money, careers and business ownership work through proven programs and the help and mentorship of volunteer role models from the community, Junior Achievement is empowering these students to have a belief in themselves supported by a foundation in these real-world life skills.