



**Junior Achievement of Greater Washington**  
**Position Title: Senior Manager, Development and Institutional Partners, 3DE Schools**

**Job Classification: Full-Time**

**Department: Development**

**Reports To: Chief Development Officer**

**Salary: \$67,000 - \$70,000**

Be a Part of Something Bigger! Are you looking for work that inspires you? At JA of Greater Washington, we know what matters. We're motivated by our mission – teaching young people how to succeed in a global economy – and we wake up every day inspired to serve more than 40,000 students in the Washington, D.C. area.

But a career at JA of Greater Washington is about more than our mission and programs. Here, you'll find opportunities to learn and grow into new skills and responsibilities. You'll find teammates that quickly turn into friends. You'll find mentors that care, and help you reach new heights. And you'll find the resources, flexibility, and support to live your life to the fullest outside of work, whether that means investing in your family, your education, your hobbies, or your wellbeing.

Join JA, and join us in a career that matters.

**Position Concept**

The Senior Manager of Development and Institutional Partners, 3DE Schools is a key external-facing fundraiser responsible for cultivating and managing relationships with corporate, foundation, and individual partners that support the growth and sustainability of 3DE by Junior Achievement.

This role manages a portfolio of donors and prospects aligned to 3DE's school-based transformation model and plays a critical role in securing and stewarding revenue that advances program outcomes across the region.

Reporting to the Chief Development Officer, this position works closely with the Senior Manager, Development and Institutional Partners, Experiential Learning Centers, the Director of Development and Events, and 3DE program leadership to execute fundraising strategies, deliver high-quality stewardship, and ensure partners are meaningfully engaged through authentic school-based experiences.

**Organizational Requirements**

- Have ability to pass a federal background check, and to be permitted to work in the presence of children, prior to the first day of employment.
- Must reside in the Greater Washington region before the position start date

## **Essential Duties/Responsibilities**

### **Fundraising & Relationship Management**

- Serve as a frontline fundraiser, managing a portfolio of corporate, foundation, and individual donors and prospects aligned to 3DE revenue goals.
- Execute all stages of the fundraising cycle—including identification, cultivation, solicitation, and stewardship—with an emphasis on partner retention and multi-year commitments.
- Collaborate with the Chief Development Officer and development peers to align fundraising efforts with organizational priorities and annual revenue goals.
- Represent the organization in external meetings, school-based engagements, and partner convenings to build visibility and deepen relationships.
- Prepare compelling proposals, presentations, briefing materials, and reports for current and prospective funders.

### **Stewardship & Engagement**

- Lead stewardship efforts for 3DE partners, ensuring timely, thoughtful, and customized engagement throughout the year.
- Plan and support partner engagement experiences, including school visits, classroom immersions, and recognition opportunities connected to 3DE schools.
- Ensure partners receive clear, accurate, and timely reporting on program outcomes, impact, and student experiences.
- Collaborate with communications, marketing, and program teams to highlight partner impact and elevate 3DE storytelling.

### **Collaboration & Strategy**

- Work closely with 3DE program leadership to stay informed on school performance, outcomes, and case partner needs.
- Support cross-functional fundraising initiatives, campaigns, and partner strategies in collaboration with development, volunteer engagement, and program teams.
- Contribute to the execution of the annual 3DE funding plan, including revenue tracking, forecasting, and reporting.
- Maintain consistent coordination with development peers to ensure a unified donor experience across the organization.

### **Revenue & Pipeline Management**

- Maintain accurate and timely records in the CRM, ensuring strong data integrity across donor interactions, proposals, and revenue projections.
- Track fundraising progress and pipeline activity, providing regular updates and insights to the Chief Development Officer.
- Identify risks and opportunities within the portfolio and recommend adjustments to engagement or solicitation strategies as needed.

## **Education and Experience**

### **Required**

- Bachelor's degree
- 5+ years of experience in nonprofit development, corporate partnerships, or related external-facing roles.
- Demonstrated success managing a fundraising or partnership portfolio and securing gifts or sponsorships.

## **Professional Skills/Abilities**

### **Required**

- Strong verbal and written communication skills, including experience crafting donor-facing materials and proposals.
- Proven ability to build and sustain relationships with corporate, foundation, and community partners.
- Strong project management skills, attention to detail, and ability to manage multiple priorities.
- Comfort working in a fast-paced, collaborative, and mission-driven environment.
- Familiarity with education, workforce development, or school-based partnership models is a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams).
- Experience with Microsoft Dynamics 365 or similar CRM platforms.
- Familiarity with Microsoft Copilot to enhance productivity, reporting, and donor engagement.

## **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to talk and hear.

## **Work Environment**

- The position will support the organizations Greater Washington service area, that includes the District of Columbia, Northern Virginia, and the Prince George's, Montgomery and Southern Maryland Communities
- Local travel in the Greater Washington area is required and frequent
- Requires hybrid work schedule, based operational flexibility to meet business need requirements
- Willingness to work outside standard established business hours

## **Benefits**

- 100% company paid medical/dental/vision coverage/group life insurance for employee

- 401(K) plan in which JAGW contributes 3% of an employee's pay after employee has worked at least two months
- Paid Parental Leave offered to full-time employees who have been with JAGW for at least a year
- Employees may be granted up to 16 hours of paid volunteer activity leave per calendar year
- Generous paid time off program in which the benefits increase along with your tenure with the organization
- Observe all federal holidays during the calendar year. In addition, JAGW observes December 25 – December 31 as a paid holiday

### **JAGW is an Equal Opportunity/Affirmative Action Employer**

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status or any other status protected by state or federal law.

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

### **Next Steps**

Junior Achievement of Greater Washington offers a competitive salary along with the benefits listed above (partial list) and a fun, challenging work environment. Please email a cover letter and resume to [jagwjobs@ja.org](mailto:jagwjobs@ja.org) and reference the position title in the subject line. Incomplete applications will not be considered. No phone calls, please.