



Junior Achievement of Greater Washington
Position Title: Senior Manager, Development and Special Events
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

Junior Achievement of Greater Washington (JAGW) is seeking a dynamic, detail-oriented, and results-driven Senior Manager, Development and Special Events to lead the strategy and execution of our premier fundraising events. This high-profile role is responsible for raising over \$1.5 million annually through the Washington Business Hall of Fame, one of the region's most prestigious business recognition events, and for launching a new signature event, the JA Stock Market Challenge, with a goal of raising \$200,000 in its inaugural year.

The ideal candidate is a strong communicator, a collaborative team player, and a strategic executor who thrives in a fast-paced, mission-driven environment. This role will work closely with JAGW's Board of Directors and Associate Leadership Council, event leadership committees, and internal teams to drive revenue, deepen engagement, and elevate the JAGW brand across the region.

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

Washington Business Hall of Fame

- Lead all aspects of fundraising and event execution for JAGW's flagship event, raising \$1.5M+ annually.
- Manage the event chair and fundraising committee, providing strategic guidance and support to maximize revenue.
- Serve as the primary liaison for Laureates (honorees), ensuring a high-touch, personalized experience.
- Oversee vendor relationships and event logistics to ensure seamless execution and exceptional attendee experience.
- Launch JAGW Stock Market Challenge (new signature event)
- Develop and implement a fundraising strategy to meet or exceed the \$200K revenue goal for the Stock Market Challenge.
- Manage event planning, sponsorship outreach, and stakeholder engagement for all events.

Additional Events & Engagement

- Support the planning and execution of smaller fundraising and stewardship events throughout the year.
- Partner with the Board of Directors and Associate Leadership Council (ALC) to drive resource generation and deepen donor engagement.
- Team & Organizational Collaboration
- Work cross-functionally with development, marketing, and program teams to align event messaging and impact storytelling.
- Maintain accurate records of donor and sponsor activity in CRM systems.
- Contribute to a culture of excellence, innovation, and growth within the development team.

Education and Experience

Required

- Bachelor's degree
- 5+ years of experience in nonprofit development, fundraising events, or related fields.
- Proven track record of managing high-profile events and raising six- or seven-figures through events.

Professional Skills/Abilities

Required

- Exceptional project management and organizational skills with strong attention to detail.
- Excellent written and verbal communication skills.
- Ability to build relationships with senior executives, board members, and community leaders.

- Ability to work independently and collaboratively in a fast-paced environment.
- 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.
- Passion for JAGW's mission and a desire to grow within the organization.

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
- 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 and reference the position title in the subject line. Incomplete applications will not be considered. No phone calls, please.