

<b>DATE:</b>	December 2011
<b>APPLICATION DEADLINE:</b>	1.13.12
<b>POSITION TITLE:</b>	District Manager
<b>DEPARTMENT:</b>	Marketing
<b>REPORTS TO:</b>	Senior Operations Director

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**POSITION CONCEPT:**

Acquires necessary financial and volunteer resources to support programs through direct marketing of programs and manages assigned special events for Junior Achievement of Eastern Iowa. Is the staff liaison to the Iowa City Area Board of Directors.

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**PRIMARY RESPONSIBILITIES:**

1. Generates all new and renewed revenue in order to meet the budgetary needs of the Iowa City Area Market. Includes cultivation of individual and corporate donors for sponsorships and major gifts, grant support, and annual support. Assists with annual budget planning.
  2. Develops and implements presentations at each prospective firm and is the Junior Achievement liaison for all corporate partnerships. Submits names of firms and volunteers to the Education Managers.
  3. Prospects new funding to support the Iowa City Area Market.
  4. Supports regional grant writer to secure funding to support regional programming and projects. Oversees grant follow up, and reporting procedures for the Iowa City Area.
  5. Develops, organizes and executes special events as assigned to meet financial goals. Develops appropriate sponsorships and incentives to secure participation. Assures appropriate promotion and media coverage.
  6. In conjunction with the Regional Marketing Team, is responsible for the current and accurate content of the JAEI website, annual report, and/or newsletter.
  7. Handles general correspondence, filing and records of all sales calls and prospect files. Monitors invoicing and collection of funds for the Iowa City Area Market.
  8. Coordinates and prepares all materials for Board and Committee meetings.
  9. Represents the Iowa City Area Market to the Regional Executive Board.
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**EDUCATION/EXPERIENCE REQUIRED:**

**Required:**

Bachelors degree or equivalent experience. Two years JA or related development/fundraising experience with strong sales expertise and performance, proven written/oral communication, and organizational/planning skills. Computer literacy, including spreadsheet software.

**Desired:**

Bachelors degree in marketing. Microsoft Office Proficiency.

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This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.