



# Junior Achievement<sup>TM</sup>

## of Southeastern Pennsylvania

**Job Title:** Business Development Manager

**Location:** Southeastern PA (Office is located in Philadelphia)

**Organization:** Junior Achievement of Southeastern PA

**Salary Range:** \$55,000-\$65,000

### About Us

Junior Achievement of Southeastern PA equips young people for economic mobility and the pursuit of their own ambitions. In collaboration with educators, community organizations, and businesses, we ensure young people (5-25) have access to high quality financial education and career-readiness learning experiences to inspire possibilities, prepare them for careers, and build skills to succeed. With a focus on under-resourced communities and expanded programming for middle and high school students, we provide foundational and scalable solutions that elevate all young people in Southeastern Pennsylvania to be future-ready.

### Job Summary

We are seeking a passionate and strategic **Business Development Manager** to drive growth and strengthen our nonprofit's volunteer network. This role will focus on expanding partnerships, securing funding, and enhancing volunteer recruitment and engagement to support our mission.

### Key Responsibilities

- Develop and implement a business development strategy that prioritizes volunteer recruitment and engagement.
- Build relationships with community organizations, schools, and businesses to attract and retain volunteers. Design and execute outreach campaigns to increase volunteer participation.
- Collaborate with internal teams to align volunteer engagement with organizational goals.
- Track and analyze volunteer engagement metrics to optimize recruitment strategies.
- Support select fundraising initiatives, such as special events, grant writing, and corporate sponsorship efforts.

**Qualifications**

- Proven experience in business development, volunteer management, or nonprofit leadership.
- Strong networking and relationship-building skills.
- Excellent communication and public speaking abilities.
- Knowledge of nonprofit funding sources, grant writing, and sponsorship development.
- Passion for Junior Achievement's mission and volunteer engagement.

**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.

**Benefits**

- Competitive salary and benefits package.
- Flexible work environment.
- Opportunity to make a meaningful impact in the community.

**How to Apply:**

Interested candidates should submit a resume and cover letter to Amy Levine at [amy.levine@ja.org](mailto:amy.levine@ja.org).