



Position: District Manager – Bismarck-Mandan, ND Area

Job Title: District Manager
Reports to: Director of ND District Offices
Department: District Operations
Location: Bismarck-Mandan Area
FTE Status: Full-time, with possible flexibility
Salary Range: \$40,000 to \$50,000

ABOUT JUNIOR ACHIEVEMENT OF THE UPPER MIDWEST (JAUM)

We are the passionate people who seek to educate and inspire young people to succeed in a global economy. JAUM supports JA operations throughout Minnesota, North Dakota, and western Wisconsin. JAUM 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.

JAUM 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 JAUM team interact with community leaders who support JAUM with their time, treasure, and talent. JAUM offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community. JAUM is committed to hiring a diverse and multicultural staff and encourage applicants from under-represented backgrounds.

The person filling this District Manager role is expected to live in the Bismarck-Mandan region. The position will support economic educational programs within the business and education communities. The position provides oversight of the process, function, and budget management in the Bismarck-Mandan area. Regional daytime travel required. While this position is posted at full time, there is potential for flexibility in work hours that can be discussed. The occasional evening or weekend may be required. This position reports to the Director of North Dakota District Offices.

PRIMARY RESPONSIBILITIES:

- Board Management:
 - Develop, motivate, and manage local JA Advisory Board of Directors.
 - Strategically work with the Advisory Board to broaden community wide awareness and support of the mission.
 - Identify passionate candidates from the Bismarck-Mandan community to serve on North Dakota Advisory Board
- Fundraising and Brand Awareness:
 - Work with JAUM to develop area budget, operating within planned budget.
 - Seek funding through civic organizations, businesses, foundations, and individuals ensuring programs are delivered to address project parameters and outlined objectives.
 - Work with JAUM development staff to prospect for, write and secure grants for projects, pilots, event participation and development of local community partnerships.
 - Manage and enhance special event fundraising efforts.
 - Increase public awareness of Junior Achievement through various PR opportunities (civic presentations, corporate and school newsletters, PSAs, in-kind newspaper ads, press releases, website, etc.).
- Program management:
 - Oversee and ensure program goals are set, monitored, and obtained according to the strategic direction of the organization.
 - Lead educational/programmatic outreach in the Bismarck-Mandan area working with area schools, youth serving organizations, and community partners promoting JA's K-12 curricula.
 - Work with corporate, education and community leaders to develop volunteer resources to ensure successful program implementation to achieve overall goals.
 - Implement a premier customer service plan to ensure quality program delivery culminating with evaluation outcomes.

- Oversight of program reporting requirements to ensure that records are accurate and filed in a timely manner.
- Leadership and Development:
 - Exemplify a leadership model consistent with JA's value-based behaviors, using best practices of accountability, priority setting, diversity, inclusiveness, delegation, professional development, and empowerment.
 - Attend trainings offered by JAUM to continue striving for personal improvement.

EDUCATION / EXPERIENCE:

Required:

- Strong commitment to team and mission
- One year business, sales, education, or non-profit experience
- Proven ability to organize and prioritize multiple tasks
- Good interpersonal communication skills
- Attention to accuracy and detail
- Literacy in Microsoft Office Suite of products

Desired:

- Experience working with Bismarck-Mandan area schools and business community
- Project management experience, preferably with a not-for-profit organization
- Strong sales skills
- Experience using database software
- The ideal candidate will have knowledge of non-profits boards, fundraising experience, and project management experience.

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. JAUM 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.

Please submit both a cover letter and resume when applying for this position to Karen Berntson at karen@jaum.org.