DIRECTOR OF PROGRAM SALES:

This critical position is the organization’s program promotion and implementation leader. As part of a collaborative team environment, this role markets Junior Achievement’s programs to area educators emphasizing the curricular alignment with Federal and State standards regarding career readiness, financial literacy and entrepreneurship. This is a full-time position with competitive wages, benefits and bonus potential.

POSITION RESPONSIBILITIES & ACTIVITIES:

- Maintain and expand on positive relationships with area school district administrators while providing program updates and curricular solutions on a biennial basis or more often as needed.
- Provide and demonstrate vision for connecting business and community volunteers to student engagement and impact.
- Oversee Education Team and maintain processes and timelines including school partnership agreements.
- Develop volunteer recruitment plans and support Education Team in executing.
- Collaborate with Stewardship Director on volunteer recognition efforts.
- Compose and work within Education Department budgets.
- Act as a liaison to Junior Achievement USA® regarding all program updates, initiatives, and implementation requirements.

REQUIRED COMPETENCIES:

- Inspire others to action to further Junior Achievement’s overall mission and objectives and promote ideas and solutions with confidence and enthusiasm even in the face of resistance.
- Act as a team player by appropriately involving others in decisions and plans that affect them. Regularly invite and build on the ideas and input of colleagues and work groups.
- Consistently make sound decisions on everyday issues. Demonstrate a drive to work toward resolving routine and unexpected problems with innovative and alternative solutions.
- Communicate effectively with a wide variety of audiences and demonstrate capacity to actively listen. Connect with others by taking a genuine interest and relate in an open, respectful and friendly manner.
- Inspire and energize others to action to further Junior Achievement’s mission by clarifying the purpose and impact.
- Identify and anticipate the expectations and needs of various Junior Achievement stakeholder needs.
- Ability to manage data appropriately and efficiently. Proven proficiency in Microsoft Office Suite products, specifically, Word, Excel and Outlook.

JUNIOR ACHIEVEMENT OF EASTERN IOWA VALUES:

- Belief in the boundless potential of young people
- Commitment to the principles of market-based economics and entrepreneurship
- Passion for what we do and honesty, integrity and excellence in how we do it
- Respect for the talents, creativity, perspectives and backgrounds of all individuals
- Belief in the power of partnership and collaboration
- Conviction in the education and motivational impact of relevant, hands-on learning

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.