



JOB DESCRIPTION *This job description is an overview of the duties and responsibilities assigned to the role identified below. It is not intended to cover every work assignment the job may have, but rather to cover those work assignments which are essential, predominant, and recurring. Responsibilities and duties may change, or new ones may be assigned at any time, with or without notice.*

Job Title:	Manager, Development Operations	Career Level and Salary:	P1; \$70,000
Reports To:	VP, Operations	FLSA Status:	EXEMPT

JOB SUMMARY

The Manager of Development Operations strengthens Junior Achievement of North Florida's mission by leading grant writing and grants management while overseeing the systems, processes, and execution that support revenue generation across individual giving, corporate support, and campaigns. This role is responsible for researching, writing, submitting, and reporting on grants, while also coordinating development operations to ensure strong planning, tracking, and follow-through. Working closely with senior leadership, the manager helps drive sustainable funding through disciplined project management and operational excellence.

KEY RESPONSIBILITIES

Grants Writing & Grants Management

- Research, write, and submit foundation, corporate, and public grant proposals aligned with JANFL's strategic priorities and annual revenue plan.
- Manage the full grant lifecycle, including prospect identification, proposal development, budgeting coordination, compliance, reporting, and renewal tracking.
- Maintain a comprehensive grants calendar and ensure all deadlines, reporting requirements, and compliance obligations are met.
- Coordinate internal data collection and narrative inputs across departments to support compelling, timely, and accurate submissions.
- Manage pass-through and national grants from JA USA, including required documentation and reporting.

Revenue Generation & Campaign Support

- Support revenue generation for JANFL's annual operating budget, helping ensure year-over-year sustainability during the organization's transition to its "new state."
- Support the planning and execution of revenue-generating campaigns that drive donor engagement and increase corporate and community investment, including end-of-year giving campaigns, Spring/Fall appeals and other targeted fundraising initiatives aligned with the annual revenue plan
- Contribute grant-funded revenue projections and timelines to support budget development and forecasting.
- Manage corporate partnership-related grants, including applications, renewals, and required reporting aligned with partner benefits and commitments.
- Coordinate event sponsorship solicitation processes, timelines, and tracking in collaboration with leadership and staff.
- Maintain clear documentation of commitments, deadlines, and deliverables, providing leadership with visibility into upcoming asks, renewals, and stewardship priorities.

Partner & Corporate Engagement Support

- Coordinate annual partnership review processes for key corporate and community partners to discuss volunteer engagement and participation, financial support and renewal opportunities, and priorities and activation plans for the coming year.
- Develop planning frameworks (agendas, partner snapshots, talking points) and ensure follow-up actions are captured and completed.
- Provide operational and administrative support to the senior leader responsible for partner strategy and relationship management with scheduling, materials, documentation, and reporting related to partner stewardship and renewals.

Reporting, Tools, & Communications

- Oversee production of JANFL's Annual Report, coordinating across departments to collect program outcomes, financial highlights, partner recognition, and required approvals.
- Manage JANFL's development and prospecting tool (Instrumentl), including identifying new funding opportunities aligned with JANFL priorities, managing workflows, tracking, and reporting, and ensuring data accuracy and pipeline visibility.
- Prepare internal reports and summaries for leadership related to grants, sponsorships, campaigns, renewals, and partner engagement.

Experiential Learning Center (ELC) Support

Provide ad hoc development and coordination support for ELC-related activities as needed, including:

- Meeting preparation and briefing materials
- Prospect research and pipeline support
- Drafting outreach emails, call notes, and follow-up communications
- Supporting community presentations and special events (prep, logistics, materials)
- Coordinating next steps and ensuring follow-through across stakeholders

Board & Governance Revenue Support

- Coordinate annual one-on-one board member reviews focused on volunteer engagement, financial support and give/get expectations, forward-looking commitments tied to upcoming budget cycles
- Build and manage timelines, templates, and tracking systems to ensure reviews occur in advance of annual budget development.
- Support the Vice President, Operations in driving this process by preparing materials, scheduling meetings, tracking follow-up items, and ensuring readiness for board-level discussions.
- Document outcomes and next steps from board member reviews and ensure timely internal follow-through.

QUALIFICATIONS

EDUCATION & EXPERIENCE

REQUIRED

- Bachelor's degree
- 5-7 years of experience in non-profit development operations including grant writing and grants management
- Demonstrated success writing competitive grant proposals and managing post-award reporting
- Demonstrated ability to manage multiple projects, timelines, and stakeholders with strong follow-through
- Excellent writing skills, including grant narratives, reports, and donor communications

- Strong organizational and systems skills; comfort managing dashboards, calendars, and documentation
- Professional confidence working with senior leaders, board members, and external partners

PREFERRED

- Experience securing multi-year or six-figure foundation or corporate gifts
- Experience supporting board engagement and governance-related workflows
- Familiarity with Instrumentl or similar prospecting platforms
- Experience coordinating sponsorship sales cycles, partner renewals, and fundraising campaigns
- Comfort supporting presentations, community outreach, and event logistics

COMPETENCIES

- **Relationship Building:** Develops trust and rapport with donors and partners.
- **Grant Writing & Revenue Operations:** Develops compelling grant proposals and manages systems that support sustainable revenue growth.
- **Communication:** Clear, professional, and persuasive verbal and written communication.
- **Results-Oriented:** Meets engagement and revenue goals within established timelines.
- **Collaboration:** Works effectively across teams to deliver partner value.
- **Integrity:** Maintains confidentiality and demonstrates ethical behavior in all interactions.

WORKING CONDITIONS/EQUIPMENT USE

- Work is performed indoors in a typical office environment - not substantially exposed to adverse environmental conditions.
- Valid driver license with proof of insurance for business related travel
- Ability to work occasional evenings and weekends
- Must be able to lift up to fifteen (15) pounds
- Frequent use of office machines to include telephone, computer, and printer

BENEFITS & PERKS

We are committed to supporting our employees both professionally and personally. Join our team and enjoy these great benefits:

- Remote work on Fridays
- Paid Time Off & Holidays
 - 10 paid holidays per year (8 company-designated holidays + 2 floating holidays)
 - Accrued PTO, with a minimum of 120 hours annually
 - Office closure between Christmas and New Year's, with staff receiving paid time off (aligned with Duval County Public Schools administrative calendar)
- Retirement & Financial Security
 - 401(k) plan with a 5% company safe harbor contribution (after 90 days of employment)
 - Employer-paid life insurance at 2.5x your annual salary
- Health & Wellness
 - Medical, Dental, and Vision insurance with the company covering a stipend of the employee's premium
 - Additional voluntary benefits available