

# Capacity Building and Sustainability Specialist

## Scope of Work

The Capacity Building and Sustainability Specialist is responsible for expanding Junior Achievement of Southern Colorado's reach and impact through strategic partnership development and funding initiatives. This role requires a proactive approach to identifying and cultivating relationships with potential community partners, donors, and funding agencies. The Specialist will work to secure financial support and resources necessary for the growth and sustainability of Junior Achievement's anti-poverty programs. By leveraging these partnerships and funding opportunities, the Specialist will play a crucial role in enabling Junior Achievement to meet its mission objectives and serve the Greater Colorado community more effectively. Reporting to the Philanthropic Partnerships Manager, the Specialist will focus on building the capacity of the organization to sustain and expand its impact.

## Responsibilities

- **Funding Strategy Development:** Develop and implement a targeted funding strategy that includes grant writing, fundraising campaigns, and identifying new funding sources. Focus on securing funds that support anti-poverty initiatives and educational programs.
- **Grant Writing and Management:** Research potential grants and prepare compelling proposals. Manage grant reporting requirements and maintain positive relationships with funders by demonstrating the impact of their support on reducing poverty.
- **Partnership Development:** Identify, engage, and develop strategic partnerships with local businesses, nonprofit organizations, government agencies, and educational institutions. These partnerships should aim to enhance program offerings, increase funding opportunities, and expand Junior Achievement's reach within low-income communities.
- **Community Engagement:** Actively participate in community events and networks to raise awareness of Junior Achievement's mission and programs. Leverage these engagements to identify potential partners and donors who share a commitment to JA's mission.
- **Capacity Building for Sustainability:** Work with partners and funders to build capacity for sustainable growth. Develop strategies for long-term partnerships, aligning resources with program needs, and ensuring programs are designed with sustainability in mind.

**- Funding and Partnership Reporting:** Monitor and report on the progress of funding and partnership initiatives. Prepare detailed reports for internal and external stakeholders that highlight successes, challenges, and the impact of partnerships and funding on program outcomes.

**- Collaboration and Coordination:** Work closely with program teams to ensure that funding strategies and partnerships support program goals and organizational needs. Facilitate communication between Junior Achievement staff, partners, and funders to ensure alignment and maximize impact.

**- Donor Engagement and Stewardship:** Develop and implement strategies to engage and steward individual and corporate donors. Create meaningful opportunities for donors to connect with Junior Achievement's anti-poverty work and see the impact of their contributions.

### **Skills and Qualities for Success**

Candidates should possess the following skills and qualities to ensure a successful year of service:

**1. Strong Communication Skills:** Effective oral and written communication abilities to engage with diverse stakeholders.

**2. Organizational Skills:** Excellent time management and ability to handle multiple tasks efficiently.

**3. Community Engagement:** Experience in community outreach, volunteer management, or partnership development.

**4. Adaptability and Problem-Solving:** Ability to adapt to changing circumstances and find creative solutions to challenges.

**5. Passion for Education and Poverty Alleviation:** A demonstrated commitment to improving educational outcomes and reducing poverty.

**6. Data Management and Analysis:** Proficiency in using data management tools (e.g., Microsoft Excel, Google Sheets) to collect, analyze, and report data accurately.

**7. Grant Writing and Fundraising:** Experience in researching, writing, and managing grants, as well as developing and executing fundraising campaigns.

**8. Project Management:** Ability to use project management tools to plan, track, and manage project activities and timelines.

**9. Digital Literacy:** Proficiency in using digital tools and platforms (e.g., Microsoft Office Suite, Google Workspace, CRM systems) for communication, collaboration, and documentation.

**10. Public Speaking and Presentation Skills: Ability** to deliver engaging presentations and training sessions to diverse audiences, including educators, volunteers, and community members.

### **Reasonable Accommodations**

Junior Achievement of Southern Colorado is committed to providing reasonable accommodations for members with disabilities. Our approach includes:

- 1. Accessibility Assessments:** Conducting assessments of our workspaces to ensure they are accessible.
- 2. Individualized Accommodation Plans:** Working with members to create tailored accommodation plans that meet their specific needs.
- 3. Assistive Technology:** Providing necessary assistive technologies and tools to support members in their roles.
- 4. Flexible Work Arrangements:** Offering flexible work schedules and locations as needed to accommodate members' needs.

### **Service-Related Transportation Needs**

- **Private Vehicle Use:** Some positions may require members to have access to a privately owned vehicle due to the geographic spread of our service area, particularly for roles like the Sustainable Expansion Specialist. For positions in urban areas like Colorado Springs, public transit options are available.
- **Travel Distance and Reimbursement:** We reimburse service-related travel expenses following AmeriCorps guidelines, covering mileage, tolls, and parking fees.

### **Additional Incentives**

While our primary focus is on providing a supportive work environment, we also offer:

- **Housing Assistance:** Limited housing assistance for members, particularly those relocating for service. This assistance aligns with AmeriCorps VISTA regulations.
- **Professional Development:** Opportunities for professional growth through workshops, webinars, and local conferences. JA USA provides robust development

opportunities, weekly or biweekly webinars, and a dynamic network of professional contacts to help JA staff grow as professionals.

## **Orientation and Ongoing Training**

- **Initial Orientation:** Members will undergo an initial orientation that includes shadowing staff, meeting community leaders, and training on office procedures. This orientation will cover:

- Overview of Junior Achievement's mission and programs
- Introduction to key stakeholders and community partners
- Training on data management systems and reporting requirements
- Office protocols and administrative procedures

- **Ongoing Training:** Throughout their service, members will have access to:

- **Technical Assistance:** Regular workshops on topics like volunteer management, community engagement, and grant writing.

- **Conferences and Seminars:** Participation in local and national conferences relevant to their roles, with prior approval from the AmeriCorps Region Office for out-of-state events.

- **Mentorship Programs:** Pairing with experienced staff or AmeriCorps alumni for guidance and support.

## **Telework Opportunities**

Junior Achievement of Southern Colorado is equipped to support teleservice for members:

- **Telework Policy:** We have a robust telework policy in place, allowing for flexible remote work arrangements as needed.

- **Technology Access:** Members will be provided with necessary equipment such as laptops, internet access, and collaboration tools (e.g., Zoom, Microsoft Teams) to facilitate remote work.

- **Remote Assignments:** Assignments that can be completed remotely include data analysis, report writing, and virtual community outreach.