

ROARING FORK VALLEY DISTRICT MANAGER

Position Description

Reports to: President & CEO, Junior Achievement of Southern Colorado (JA SoCo)

Location: Roaring Fork Valley (Garfield, Pitkin, and Lake Counties)

Status: Full-Time, Exempt

Position Summary:

The Roaring Fork Valley (RFV) District Manager serves as the lead representative of Junior Achievement of Southern Colorado in the RFV region, ensuring program excellence, financial sustainability, and strategic growth. This dynamic and community-centered role requires a balance of entrepreneurial drive, relationship-building, and operational excellence. Key areas of responsibility include managing a \$70,000 regional budget, leading local fundraising and program implementation, deepening community partnerships, and providing leadership and support for the Western Slope Expansion Specialist. The workload naturally fluctuates throughout the year with varying emphasis on different responsibilities based on the academic calendar and fundraising cycles. This role plays a critical part in advancing JA's mission to inspire and prepare young people to succeed in a global economy.

Key Responsibilities:

Program & Volunteer Management

- Oversee all aspects of JA programming in Garfield, Pitkin, and Lake Counties, impacting 170+ classrooms annually.
- Recruit, train, and support 100+ community volunteers each year.
- Ensure timely and accurate documentation and data reporting in compliance with JA USA and JA SoCo standards.
- Collaborate with local educators and schools to deliver engaging, standards-aligned JA programs.

Community Engagement & Board Development

- Cultivate and steward relationships with business, civic, and educational leaders to build awareness and support for JA.
- Schedule and facilitate local advisory board meetings; actively recruit and engage new advisory board members.
- Maintain active participation in four key Chambers of Commerce (Basalt, Glenwood Springs, Rifle, and Carbondale).

Fundraising & Financial Management

- Develop and execute an annual fundraising strategy to support and grow a \$70,000 regional budget.
- Support grant writing staff's efforts for local and regional foundations and corporate partners.
- Plan and implement annual fundraising events to meet budget goals.

- Maintain donor data, track fundraising performance, and manage day-to-day financial activity to ensure fiscal accountability.

Leadership & Regional Collaboration

- Provide mentorship and leadership support to the Western Slope Expansion Specialist, ensuring alignment with JA SoCo's strategic goals and program quality.
- Work in close partnership with JA SoCo leadership to identify and pursue opportunities for regional growth and sustainability.

Communications & Marketing

- Collaborate with the Communications and Development Manager to create a strong local presence through:
 - Social media, e-newsletters, and website content
 - Press releases and media engagement
 - Annual report contributions and success story features

Education & Experience:

- Bachelor's degree or equivalent combination of education and relevant professional experience required
- Experience in nonprofit management, education, fundraising, or community engagement strongly preferred

Core Competencies:

- Passion for JA's mission and values
- Strategic thinker with a growth mindset
- Effective communicator and relationship builder
- Self-starter who thrives in an autonomous, goal-oriented environment
- Creative problem solver with strong organizational skills
- Community-minded with a collaborative leadership style

Qualifications & Requirements:

- Excellent communication (verbal and written), presentation, and interpersonal skills
- Strong organizational abilities and attention to detail
- Proficient in Microsoft Office, Google Workspace, donor management systems, and social media platforms
- Willingness to travel within the region with reliable transportation, valid driver's license, and car insurance
- Flexibility to attend occasional evening or weekend events
- Ability to lift up to 50 lbs occasionally
- Must successfully complete a background check

To Apply: Send Resume and Cover letter to Nicole.Segura@ja.org by May 21, 2025

Compensation: \$25 an hour; 25-30 hours/week