

ADVANCEMENT SPECIALIST

CLASSIFICATION: Full-Time, Non-Exempt, Office-Based
LOCATION: Kansas City, Kansas
REPORTS TO: Vice President of Development

POSITION AND ORGANIZATION OVERVIEW:

The Advancement Specialist plays a critical role in advancing the mission of Junior Achievement of Greater Kansas City (JAKC) by supporting fundraising operations, donor engagement, and stewardship activities. As an integral member of the Advancement team, this position helps ensure that every donor, volunteer, corporate partner, and community stakeholder experience exceptional service and meaningful engagement with the organization.

The Advancement Specialist coordinates essential fundraising functions including gift processing, donor acknowledgments, database management, reporting, and special event support. Through strong attention to detail, organization, and a commitment to excellence, this role helps strengthen the relationships and processes that fuel JAKC's impact throughout the community. This is an excellent opportunity for a motivated professional who is passionate about nonprofit fundraising, donor engagement, and creating positive experiences for supporters.

At JAKC, we are committed to accelerating economic mobility through education. Our career-connected learning experiences use financial literacy, work readiness, and entrepreneurial concepts to ensure every student gain confidence, capability, competence, and connections to access an opportunity-filled future. The ideal candidate will share a passion for our mission and commitment to helping young people prepare for a successful future.

ROLES & RESPONSIBILITIES:

- Maintain accurate donor records and constituent information within the organization's CRM and other stakeholder management platforms (D365, Constant Contact, Qgiv, etc.)
- Generate and distribute donor acknowledgement letters
- Assist with donor outreach, recognition, and engagement initiatives
- Generate fundraising reports, donor lists, invoices, and other development materials
- Assist with event planning and logistics such as vendor management, room setup, registrations, and other support as needed
- Support grant tracking processes, proposal timelines, reporting requirements, and submission logistics
- Manage the organization's front desk providing exceptional customer experience by welcoming guests, answering phones, accepting deliveries, and other day-to-day administrative items
- Provide administrative support to the Fundraising & Marketing Committee of the Board of Directors
- Other duties as assigned

PROFESSIONAL ATTRIBUTES

The ideal candidate will demonstrate:

- A genuine passion for nonprofit fundraising, donor engagement, and the mission of Junior Achievement
- Demonstrated ability to manage multiple projects and deadlines and adapt to changing circumstances
- Exceptional organizational skills with strong attention to detail and accuracy
- A proactive, solutions-oriented mindset with a willingness to learn and grow
- Outstanding verbal and written communication skills
- A collaborative and team-oriented approach while maintaining the ability to work independently
- A commitment to delivering outstanding customer service and stakeholder experiences

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent is required; some college or additional training preferred
- One or more years of experience in administrative support, fundraising, donor relations, customer service, or nonprofit operations preferred
- Highly proficient in Microsoft Office Suite
- Experience working with a CRM database, donor management systems, or relational database preferred
- Prior nonprofit experience a plus.

WORKING AT JAKC:

At JAKC, advancing our mission begins with investing in our people. We foster a thriving workplace where employees feel valued, motivated, and connected. Our commitment to respect, learning, collaboration, and opportunity starts with our team and extends to our stakeholders, partners, and communities as we strive to create meaningful and lasting impact.

JAKC offers a competitive compensation and benefits package designed to support our team both at work and beyond it. Compensation for the Advancement Specialist position starts at \$21/hour, with experience and qualifications considered.

Our comprehensive benefits package is designed to support employees through all phases of life. Benefits for eligible employees include medical, dental, and vision coverage, a 401(k) with up to a 4% employer match, a comprehensive time-off and leave package, employer-paid life insurance, professional development resources, and additional wellness and supplemental benefits. We prioritize life-work balance, providing flexibility and support while staying aligned with the responsibilities of each role and the needs of the team.

ADDITIONAL INFORMATION:

This position is based at JAKC's Youth Learning Lab in Kansas City, Kansas, and is expected to work 100% of the time in the office, primarily Monday through Friday, 8:30AM to 4:30PM. Following a successful onboarding period and demonstrated performance in the role, limited remote work may be offered based on role and organizational needs. Limited hours outside of this schedule may be required to support events or other organizational priorities.

At JAKC, we intentionally seek to unite all voices, fostering unity where all perspectives, lived experiences, and qualities are celebrated. We're committed to creating an environment where every team member feels empowered to contribute, share their ideas, and be heard. We welcome candidates from all backgrounds and walks of life to bring their unique strengths and perspectives to our work.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

APPLICATION INSTRUCTIONS:

Interested applicants should submit a cover letter and resume to Danielle Jones Rease, Vice President of Development, via e-mail at drease@jagkc.org. Please put "Advancement Specialist" in the subject line. Applications will be reviewed on an ongoing basis through October 1, 2026, and the position will be open until filled.