

**POSITION TITLE:** Manager, Affinity Groups

**REPORTS TO:** Senior Director, Philanthropic Engagement

**STATUS:** Full-time, exempt

### **ORGANIZATIONAL OVERVIEW**

At the Jewish Federation of Greater Atlanta (Federation), we are building a stronger, more connected Jewish future. This future is powered by philanthropy and built on a solid foundation of engaging programming supported locally across Atlanta and in Israel. A thriving and connected 21st Century Jewish Atlanta ensures that every Jew and their loved ones can access a warm and caring Jewish community, timeless Jewish wisdom, global Jewish peoplehood, and Jewish ways to do good in the world. This vision depends on a strategic and accessible philanthropic landscape that empowers every individual to give in a way that is meaningful to them.

### **POSITION SUMMARY**

Federation seeks an innovative and strategic Manager, Affinity Groups to lead and elevate donor engagement through a strategic networking and educational model. This role is central in developing and implementing meaningful engagement experiences, increasing donor participation, and building strong leadership pipelines for Federation and Jewish Atlanta.

The Manager, Affinity Groups will oversee and develop the Federation's existing professional affinity groups, including J-CREN (Jewish Commercial Real Estate Network), J-TECH, and J-Biz. Additionally, the Manager, Affinity Groups. The Manager, Affinity Groups will be part of the Philanthropic Engagement team.

This position is a hybrid role with three-days in-office and two work-from-home days.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

- Oversee and manage existing affinity groups (J-Tech, J-CREN, J-Biz)
- Coordinate events, develop engagement and networking initiatives, and create continuing education and leadership development opportunities
- Research and launch new affinity groups (e.g., J-Med, J-Law) based on community needs and interest
- Establish and manage mentorship programs within each affinity group to strengthen professional connections and long-term involvement
- Collaborate with other Federation departments to integrate affinity group activities with broader community-building initiatives
- Identify, recruit, and engage participants and volunteers to support affinity group initiatives
- Support and develop lay leadership infrastructure for affinity groups to cultivate community leaders, guide programming, and ensure sustainability of programming
- Identify and connect engaged constituents with the Advancement team to cultivate philanthropic relationships



- Collaborate with other agency departments and team to plan, staff and execute immersive experiences that include leadership journeys and missions
- Cultivate relationships with *corporate sponsors to support and develop affinity group events*
- Support the larger impact and engagement team's work as needed

### **QUALIFICATIONS AND COMPETENCIES**

- Minimum of 5+ years in nonprofit fundraising, business administration, sales or equivalent experience
- Ability to work with and inspire a diverse group of volunteers, lay leaders and community members
- Strong interpersonal, communication (verbal & written) skills and leadership
- Strong organizational and time management skills, with the ability to handle multiple projects simultaneously
- A high degree of professionalism, confidentiality, and integrity
- Capacity and ability to integrate philanthropic efforts with engagement programming.
- Demonstrated understanding of and commitment to the Jewish Community
- Availability to work evenings, weekends and some domestic and international travel
- Must have reliable transportation to attend community-wide meetings, events and programming

### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree preferred along with formal education in the areas of philanthropy, nonprofit management and/or Jewish communal service
- Experience working with nonprofit boards, foundation boards and other community and volunteer leaders

### **PHYSICAL REQUIREMENTS**

Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at a desk working with a computer.

### **COMPENSATION**

The salary range for this position is \$70,000 - \$80,000 plus a comprehensive benefits package. The anticipated salary is near the midpoint and commensurate with experience.

*Jewish Federation of Greater Atlanta is an equal opportunity employer.*