



JOB DESCRIPTION

POSITION TITLE: Director of Community Engagement

DEPARTMENT: Engagement

CATEGORY: Full-time, exempt

REPORTS TO: Senior Director of Jewish Journeys, Places, and Welcoming

PRINCIPAL FUNCTION: As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta intends to play a bold and creative role in reimagining and deepening community engagement. We are looking for a radically welcoming collaborator to be our next Director of Community Engagement.

Reporting to the Senior Director of Jewish Journeys, Places and Welcoming, you will work with a passionate team of Federation professionals to create new doorways and pathways to Jewish engagement. You will collaborate with our partners on a common agenda, guided by the principles of collective impact, to share best practices, build trust, and foster strategic partnerships. You will serve as a wayfinder for newcomers to the region and help advance the message that there is a role and a place for everyone in the Atlanta Jewish community.

You will oversee current Federation programs such as PJ Library, Birthright and Next Gen (individuals who are post-college, up to the approximate age of 40), and will manage and mentor professionals in the Engagement Department. Help us create more relevant and robust volunteer, educational, and philanthropic opportunities across metro Atlanta. Join a team dedicated to building a 21st-century Jewish community that will be embraced by the next generation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Strategic Oversight

- Supervise, manage, and build a team of engagement professionals. Current portfolio includes PJ Library, Birthright, and Next Gen.
 - Ensure cross-collaboration with professionals within the team and with other Federation teams to better leverage resources and talent.
 - Expand connections with Atlanta Jewish organizations for programming, recruitment and community-building.
 - Manage budgets for the Engagement department.
- Work with Philanthropy team to strengthen Young Adult philanthropic journeys including developing relationships with members of the community.
 - Work closely with the Next Gen philanthropy committee.

Community Engagement

- Develop and implement a plan for community-wide engagement opportunities that is consistent



with Federation's role as a wayfinder and helping people navigate Jewish Atlanta through personal contact and technology.

- Set up team and serve as a link to people for services, resources and events.
- Develop and launch special initiatives to help create more Jewish spaces across Metro Atlanta.
 - Pilot engagement opportunities in specific geographic areas that leverage Federation and other community organization offerings.

Other

- Must be able to organize, prioritize, manage and complete multiple, often-competing projects; delegate responsibilities; act as a motivator and role model to lay leadership and professional staff; and oversee the completion of multiple and varied projects and programs on differing timelines.

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

STATUS AND SCOPE: Significant supervisory responsibilities. Must be accessible to donors and volunteer leaders beyond "normal" work hours. Participate in meetings of the Campaign Department; serve, when appropriate, as a spokesperson for the donor development process and young adult giving specifically, and the Jewish Federation of Greater Atlanta generally, among partners and within the community. Collaborate and interact with Federation staff, prospective and current donors and other members of the community.

QUALIFICATIONS: Bachelor of Arts or Bachelor of Science degree. 4-5 years of experience in a non-profit organization or equivalent. Management of diverse constituencies and knowledge of the Jewish community preferred. Must have excellent verbal and written communication abilities, knowledge and ability to use databases, computer spreadsheets, word processing and other basic programs. A spirit of welcoming and collaboration is a must.

PHYSICAL REQUIREMENTS: Intermittent standing and walking with prolonged periods of sitting at desk or in meetings. Must have stamina needed to attend morning, evening and weekend meetings and events in addition to regular schedule. Must be available for local, national and international travel to attend meetings, functions and other activities. Must provide own transportation and have a valid State of Georgia driver's license and proof of automobile insurance.

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



Jewish Federation
OF GREATER ATLANTA
