

## JOB DESCRIPTION

**POSITION TITLE: Assistant Director, Women’s Philanthropy**

**DEPARTMENT:** Philanthropy

**REPORTS TO:** Director, Women’s Philanthropy

**STATUS:** Full-time, Exempt

**PRINCIPAL FUNCTION:** As Jewish Atlanta continues to boom; Jewish Federation of Greater Atlanta intends to play a bold and creative role. The Philanthropy team is looking for a motivated, flexible, detail-oriented and proactive Assistant Director, Women’s Philanthropy to join our efforts as we expand the ways we engage with donors in the community.

You will work with a passionate team of Federation professionals to increase the impact of the organization’s work here in Atlanta, in Israel and around the world. You will collaborate with our key donors and partner organizations on a common agenda—guided by the principles of collective impact—to share best practices, build trust, and foster strategic partnerships. The Assistant Director, Women’s Philanthropy will work closely with the Women’s Philanthropy Director to implement the organization’s comprehensive strategy to continue to advance women’s philanthropy within the Atlanta Jewish community. You will be responsible for a broad range of initiatives and projects to advance our fundraising efforts to fulfill strategic philanthropic endeavors and increase total philanthropy through our Community Campaign, Targeted Philanthropies, Special Projects and the Atlanta Jewish Foundation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Philanthropy and Donor Stewardship/Cultivation**

- Identify, recruit, educate and solicit women of all ages to be engaged with Federation. Steward current donors in order to continue and increase their support and cultivate, on an individual and small group basis, women who have the potential to become contributors to or leaders within the organization. Help women understand the purpose of making a quality gift to the Community Campaign and for assuming active volunteer roles at Federation and in our community.
- Fulfill responsibilities of the comprehensive campaign plan for Women’s Philanthropy under the direction of the Women’s Philanthropy Director so as to help achieve larger Community Campaign plan.
- Co-develop and implement educational and outreach programming to target new contributors and introduce a larger audience to the broad scope of Federation’s work.
- Manage Women’s Philanthropy team administrative work including budget development and oversight and project-related assignments.
- Identify natural partners, develop relationships, and steward gift development both independently and in partnership with the Philanthropy team and other Federation departments.



- Work with the Atlanta Jewish Foundation team for identification and stewardship of prospects for Lion of Judah endowment opportunities, donor-advised fund openings and other complex gift transactions.
- Support Federation's philanthropy by accurately and successfully completing assignments according to defined timelines, cooperating with co-workers and volunteers to achieve the fundraising goals.
- Help maintain the Lion of Judah pin program for Atlanta and connection to National Women's Philanthropy, attending monthly meetings, maintaining communication with Women's Philanthropy national director network, coordinating Atlanta's participation in the International Lion of Judah Conference (bi-annual) and helping local Lions of Judah order and update pins through the national office.

#### **Volunteer Management**

- Manage solicitation process including recruitment and follow-up with volunteer leaders and team members; prospect selection; creation and maintenance of various solicitation lists and training tools; personal solicitation; and follow-up with donor issues to resolution.

#### **Programs and Events**

- Take an active role in executing logistics and planning of Women's Philanthropy focused events including leadership enlistment and management, marketing and attendee recruitment; day-of logistics; and follow-up.
- Recruit participants and where appropriate, serve as professional for delegations to regional, national and international Women's conferences and missions.
- Provide support to co-workers to facilitate Philanthropy activities.

#### **Other**

- Promote the mission of the Federation at all times through superior customer service to all and through the efficient use and care of resources.
- Other duties as assigned.

**STATUS AND SCOPE:** Initiate and respond to ongoing contacts with Campaign and Federation staff, donors, volunteers and members of the local and national community.

**QUALIFICATIONS:** Bachelor's degree required, and 4+ years of experience in nonprofit fundraising, sales or the equivalent. Demonstrated understanding and commitment to the Jewish community, strong interpersonal, leadership and organizational skills. Knowledge of women's philanthropy a plus. Excellent verbal and written communication abilities a must. Knowledge of computer and database utilization required. Experience in volunteer management and fundraising or sales strongly preferred. Ability to travel internationally and must be able to attend community-wide events on nights and weekends.



Must have own transportation, valid State of Georgia driver's license and proof of automobile insurance for traveling to outside meetings and events as well as occasional transporting of materials.

**PHYSICAL REQUIREMENTS:** Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at desk working with computer. Position requires stamina to work extended days to include early morning, evening and weekend events and meetings in addition to the regular work schedule.

**COMPENSATION:** The salary range is \$82,000 - \$99,000 for this position plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

*Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*