



JOB DESCRIPTION

TITLE: Frances Bunzl Chief Philanthropy Officer

REPORTS TO: CEO/President

ORGANIZATIONAL OVERVIEW

Jewish Federation of Greater Atlanta is a philanthropic and community champion, connecting metro Atlanta area Jews – of all ages, backgrounds, and perspectives – to our community’s power to improve the world. **We invest more than \$50 million annually to ensure Jewish Atlantans are cared for and connected through vibrant programs and services that fulfill them today and will be there for them and their families in the future.**

We partner with donors, organizations, and foundations to address the pressing issues facing our community, and to develop innovative strategies that result in deep and lasting impact locally, in Israel, and around the world. We envision a thriving and connected 21st century Jewish Atlanta where every Jew and their loved ones can access warm Jewish community, timeless Jewish wisdom, global Jewish peoplehood and Jewish ways to do good in the world.

Federation is continuing to build a team of highly motivated and qualified individuals with a variety of skill sets to create a new model of 21st century and next generation community engagement. We are seeking someone who is a charismatic team leader and relationship builder. Someone who is driven, open-minded, willing to take risks to experiment and model a positive attitude that inspires confidence and whose vision is in line with our commitment to excellence.

POSITION SUMMARY

The Frances Bunzl Chief Philanthropy Officer (CPO) will serve as an integral part in transforming the organization and will build the plan for Philanthropy. The CPO will participate with the Chief Executive Officer, Chief Foundation Officer, other lead professionals, and board of directors to actualize the organization’s mission and direction. The CPO will be a member of the organization’s Executive Leadership Team (ELT) and will report to the CEO, working closely with the planning, finance, and marketing teams. Ultimately, the CPO’s job is to build a best-in-class philanthropy department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In partnership with ELT members, provide vision and strategic direction leading to transformative change that creates a shared vision for the organization, its affiliates, and partners, and aligns the organization's operations with its vision, mission, and organizational goals.
- Actively solicit leadership gifts along with the Philanthropy team and the CEO, lead the effort to cultivate, steward, and build effective relationships with select major donors and prospective donors.
- Review, evaluate, and, as appropriate, restructure the organization's current fundraising efforts to maximize total financial resource development consistent with our vision, mission, and organizational goals. This will include the Atlanta Jewish Foundation, Community Campaign, targeted philanthropy initiatives and special projects.



- Lead the development and implementation of philanthropy policies, practices, donor relationship models and plans, including goal-setting strategies and benchmarking, considering emerging trends and best practices in nonprofit management and fund development, as well as the need to coordinate and collaborate with other departments within the organization.
- Enhance existing strategies and develop new strategies to broaden and deepen engagement of the next generation of Jewish philanthropists.
- Inspire, motivate, attract, organize, and lead a breakthrough lay/professional team that creates bold and innovative philanthropic strategies.
- Facilitate optimally effective and enriching lay/professional relationships.
- Develop strategic performance measures for the Philanthropy Team and monitor and evaluate the effectiveness of team members relative to those measures.
- Ensure the fiscal soundness of the organization's philanthropy function, including development of appropriate budgets and practices for monitoring and reporting departmental performance relative to those budgets.
- Lead the design and implementation of processes using Salesforce and the data it generates, gift management systems, philanthropy reports, and research regarding donor prospects, as well as programs for cultivating and recognizing donors.
- Collaborate with the Chief of Programs and Grantmaking, Senior Vice President of Marketing, and Vice President of Technology and Data Services, and their teams on engagement initiatives, social media, and other fundraising support and collateral to be used by the Philanthropy team.
- Foster a collaborative, inter-departmental approach to serving the Atlanta Jewish community and its neighbors with excellence.
- Promote the mission of Federation at all times through superior customer service to all, and through the efficient use and care of resources.
- Develop and maintain strong relationships with board and committee members and other key stakeholders.
- Supervise, develop, and motivate staff, with a focus on Federation's core values of excellence, fearlessness, empathy, collaboration, and positive can-do attitude.
- Other duties as assigned.

KEY COMPETENCIES:

- Highly skilled and experienced in leading organizational and operational development.
- Experience in the solicitation and closing of major gifts.
- Demonstrated record of establishing and stewarding long-term relationships of trust.
- Able to translate broad goals into achievable steps, set and manage appropriate expectations, handle detailed, complex concepts and problems, and make rapid decisions.
- Exceptional planning and execution skills with a results-oriented record of achievement.
- Team player with a history of establishing strong relationships with a CEO, colleagues, a governing board, volunteers, donors, and the general community.



- Comfortable with philanthropic leaders, high-net-worth individuals, and community leaders.
- Impeccable ethical standards.

QUALIFICATIONS:

- Minimum 8-10 years progressively responsible experience as a leader in a combination of high-profile corporate, entrepreneurial and/or non-profit settings with major responsibility for business sales and/or fundraising and institutional advancement, and experience in managing a significant fund-development program, marketing, financial management, organizational development, and governance.
- Expertise in the science of fundraising.
- Bachelor's Degree, with a master's degree preferred.
- Proven history of high-level, high-return fundraising or business development results based on building strong, enduring relationships with donors/customers.
- Comprehensive management skills and experience, including but not limited to short and long-term planning and evaluation, direction, and motivation of professional staff.
- Knowledge and experience in the following areas: standard fundraising techniques (including face-to-face solicitation, grant writing, special events, telephone solicitations, and direct mail), gift processing, prospect and donor histories, and fundraising reporting.
- Experience implementing a Capital Campaign a plus.
- Experience rebranding or repositioning a company/organization.
- A personal commitment to and understanding of the Jewish community, Jewish values, and broader civic and community issues.
- Prior experience working for a Jewish organization a plus.
- Must be able to work and/or participate in community wide events on nights and weekends, out-of-town meetings, travel to conferences, and overseas missions.

PHYSICAL REQUIREMENTS:

Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for work with systems and records. Position requires average hearing and verbal ability to communicate with Federation staff, donors, volunteers, vendors, and others. The employee must occasionally lift and/or move up to ten pounds.

Federation requires all employees to be fully vaccinated against COVID-19 or have received an exemption by Human Resources.

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.