Jewish Federation of Greater Atlanta

JOB DESCRIPTION

Position Title: Development Officer
Reports To: Director of Business Development

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

The Development Officer role supports the organization's fundraising and philanthropic engagement efforts by identifying, researching, qualifying, and engaging prospective major gift donors, corporate sponsors, and legacy giving prospects. This position works closely with Donor Relationship Managers (DRMs), the Advancement leadership team, the Impact team, and Donor Operations to strengthen donor pipelines, optimize portfolios, and generate meaningful cultivation and solicitation opportunities.

Through targeted outreach, prospect research, portfolio analysis, and cross-functional collaboration, the position helps identify new philanthropic opportunities, re-engage existing prospects, and advance relationships aligned with the organization's mission and priorities. The role also supports effective moves management, maintains accurate DRM data and reporting, and translates community engagement and program impact into actionable fundraising opportunities that grow donor participation and philanthropic investment.

ESSENTIAL FUNCTIONS

External Outreach and Qualification

- Conduct targeted cold outreach to high net worth prospects and schedule qualification meetings with Advancement staff.
- Review DRM portfolios to identify opportunities for additional outreach, stalled relationships, and prospects who should be prioritized for meetings.
- Help DRMs generate meetings with prospects in their portfolios by researching accounts, developing outreach cadences, and conducting email and phone outreach on their behalf.

- Analyze portfolio composition by capacity, engagement, and stage to identify portfolio gaps and recommend new prospects for assignment.
- Maintain CRM entry and reporting on outreach, meetings, portfolio activity, and moves management to help DRMs build and manage stronger portfolios.

Prospect Research & Identification

- Identify, research, and qualify major gift, corporate sponsorship, and Federation legacy giving prospects using wealth screening, philanthropic history, and relationship mapping.
- Prepare donor and prospect profiles and briefings for gift officers, the VP of Philanthropy, Chief Advancement Officer, and CEO ahead of cultivation and solicitation meetings.
- Assist the Advancement team in identifying potential corporate prospects and coordinating sponsorship opportunities.
- Conduct research on existing donors to identify upgrade opportunities and new prospects with demonstrated alignment to Jewish philanthropy.

Cross-Functional Collaboration

- Partner with Impact team to identify new prospects from community programming (PJ Library, JTeen, Gather Grants, etc.).
- Gather impact information to share with the Advancement team that will assist DRMs in cultivation and aid Business Development Officer in external outreach.
- Coordinate with Donor Operations to track prospect outreach and ensure all qualified prospects are assigned to DRMs.
- Collaborate with Impact team to ensure all Impact events have campaign language within marketing emails and to develop a strategy for follow-up that increases Advancement meetings coming from impact events.

QUALIFICATIONS
Required:

- Bachelor's degree or equivalent experience; 3+ years in philanthropy, prospect research, or a related business development role.

- Demonstrated experience with portfolio management, prospect research and qualification.
- Intermediate proficiency with Salesforce (or comparable CRM) as an end user, including reporting and contact entry.

Preferred:

- Experience in a nonprofit, higher education, or healthcare advancement environment with campaign-based fundraising or experience working as a business development representative or in sales operations in the corporate sector.
- Experience supporting a fundraising campaign through a period of significant donor base growth.

COMPENSATION
The salary range for this position is $55,000 - $65,000 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 with regard to race, religion, age, sex, national origin, sexual orientation, gender identity or expression.