



**Position Title:** Director, Women's Philanthropy

**Reports To:** Managing Director of Philanthropy

### **Organizational Overview**

At the Jewish Federation of Greater Atlanta, 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**

This role is pivotal in driving philanthropic growth and fostering a culture of excellence within the organization. The successful candidate 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 Director, Women's Philanthropy will serve as the organization's lead professional on implementing its 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 Annual Campaign, and the Atlanta Jewish Foundation.

### **Key Responsibilities:**

#### **Portfolio Management**

- Manage a robust donor portfolio by cultivating, soliciting, and stewarding donors to support the \$27M+ Annual Campaign
- Develop and implement fundraising strategies, track progress, and maintain accurate donor records to meet campaign goals.
- Strengthen donor relationships by integrating endowment/planned giving conversations and converting event/program participants into engaged donors.
- Apply creativity, innovation, and strategic initiative to enhance overall fundraising effectiveness.

#### **Event Strategy & Management**

- Plan and execute Women's Philanthropy events aligned with campaign strategies and organizational goals.
- Connect events directly to development outcomes, maximizing donor engagement and identifying giving opportunities.
- Support event meeting planning and coordination with Women's Philanthropy volunteer leadership
- Conduct outreach to event participants and represent Women's Philanthropy/Federation at community events.



### **Partnering With Lay Leaders**

- Lead the Women's Philanthropy leadership process
- Recruit, support, and develop volunteer leaders and campaign committees; cultivate new lay leaders and build succession pipelines.
- Collaborate with colleagues across Federation to advance donor engagement and leadership development.
- Serve as a liaison between donors, volunteers, committees, and internal staff to ensure coordinated outreach and strategic alignment.

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.

### **Qualifications and Competencies**

- Minimum of 5 years of experience in face-to-face annual fundraising, donor engagement, customer service, sales, or relationship or account management
- Strong interpersonal skills that enable relationship and partnership building with key lay leaders, donors, and professionals at all levels
- Demonstrated critical thinking and problem-solving skills
- Data-driven decision-maker who is comfortable with analytics and data management
- Strong donor-relations skills: proven ability in cultivating prospects and creating donor engagement strategies that lead to greater philanthropic support
- Excellent verbal and written communication skills
- Experience in management of membership or volunteer operations and working volunteer committees
- Proficiency in Microsoft Office; comfortable with and open to new technology
- First-hand knowledge of the Jewish community who has a strong sense of the dynamics and trends in the Jewish community

Must have reliable 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**

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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 \$90,000 - \$102,000 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.*

