



## **JOB DESCRIPTION**

**TITLE:** Domestic Allocations Manager

**DEPARTMENT:** Community Planning and Impact

**REPORTS TO:** Senior Director of Planning

**CLASSIFICATION:** Regular, Full-time exempt

**OVERVIEW:** As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta is leading this incredible evolution. Federation, through its annual Partner's fund campaign, distributes over \$5 million dollars annually to more than 25 partner organizations. Over 30 community volunteers participate in the decision-making process which includes identifying community needs, setting priorities, and assessing partner performance.

Under the supervision of the Senior Director of Planning, the Domestic Allocations Manager will guide this annual process to ensure that community dollars are achieving maximum impact according to community level goals and collective models of success.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Organize, facilitate, and execute assigned components of the annual planning and fund distribution process aligned with domestic allocations portfolios in areas of:
  - Inspiring Jewish Journeys
  - Making more Jewish places
  - Being radically welcoming
  - Rising up to support the most vulnerable
- Work closely with volunteer leaders to lead the annual planning and allocations process for all domestic allocations. This may include preparation of RFPs and preliminary evaluation of responses, and the development of experiences and materials to support the education, prioritization, and decision-making processes.
- Maintain close relationships with organizations receiving funding to provide insight into program operations and effectiveness and support reporting and collaborative problem-solving, and to support the conceptualization and development of future initiatives.
- Convene and lead communal sectors of professionals and volunteers in areas of cultural engagement and social services to address challenges relevant to each sector, identify opportunities for collaborations, and development of collegial relationships.
- Engage Federation and other Jewish communal professionals and volunteers in Federation domestic community planning efforts.
- Always promote the mission of Federation through superior customer service to all and through the efficient use and care of resources.

*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.*



## Jewish Federation OF GREATER ATLANTA

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**QUALIFICATIONS:** Bachelor's degree, and 2-3 years of related experience in Jewish communal work, education, grantmaking, evaluation, or volunteer management. Experience working with diverse constituencies and possess knowledge of the Jewish community, both domestically and around the world. Demonstrated ability to manage competing demands and changing priorities. Must have excellent verbal and written communication abilities, knowledge, and ability to use databases, computer spreadsheets, word processing and other basic programs. Proficiency in Salesforce or other customer relationship management software preferred.

**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 and national 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.

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

**COMPENSATION:** The salary range for this position is \$67,000 - \$76,000, 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 regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*