

**POSITION TITLE:** Donor Engagement Officer, Young Leadership Division

**REPORTS TO:** Director, Young Leadership Division

### **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**

The Jewish Federation of Greater Atlanta is seeking a dynamic and experienced professional to serve as the Donor Engagement Officer, Young Leadership Division. This position is responsible for cultivating and managing relationships with emerging young adult donors, ages 22-40, while driving engagement and early-stage philanthropic growth within the Young Leadership Division. Reporting to the Director, the position oversees a portfolio of donors and prospects, identifies opportunities to deepen giving, and leads key initiatives to build a strong pipeline of committed supporters. Through personalized outreach, community programming, and partnerships across Federation programs and young adult-serving organizations, the role creates meaningful entry points for involvement and connection. Additionally, it plays a critical role in identifying and developing future leaders by engaging participants in leadership opportunities and maintaining strong relationships with volunteers and community stakeholders.

### **KEY RESPONSIBILITIES**

#### **Portfolio Management & Donor Engagement**

- Manage a portfolio of young adult donors and prospects, developing and executing strategies to cultivate relationships and increase philanthropic participation.
- Serve as the primary relationship manager for individuals newly connected to Federation, guiding them from initial engagement through first-time gifts and early-stage giving.
- Conduct regular 1:1 outreach, including meetings, follow-up, and personalized engagement to understand interests and connect individuals to meaningful opportunities.

- Lead research and implementation of a scalable strategy for lower-level donor engagement and moves management, including identifying and advancing donor upgrade opportunities in partnership with the Director.
- Help Advancement Team reach annual campaign goals.

### **Engagement & Relationship Building**

- Engage young adults who are participants in other areas of Federation's work like Gather Grants, PJ Library/JBaby, Professional Affinity groups, JFNA Changemakers and more, including attending programs and follow up outreach.
- Design and execute YLD engagement programming with the intention of bringing in new people and highlighting Federation impact.
- Manage Shabbat Pod network or Dinner with a Leader, a relationship-driven engagement initiative designed to connect small groups of young Jewish adults with established community leaders in intimate, in-home dinner settings. These gatherings promote meaningful conversation around Jewish life, leadership, philanthropy, and professional growth—while deepening personal connections and offering a unique value-add experience.
- Regularly engage with the sector of young adult serving partner organizations, including attending programming and events, stewarding participants, and engaging with professional colleagues on collaborative opportunities.
- Manage and execute the Young Leadership Division's social media presence and newsletters, creating engaging content that elevates programs, highlights community impact, and promotes opportunities to connect, give, and get involved.

### **Leadership Development**

- Identify and recruit individuals to participate in Federation-led leadership development initiatives.
- Maintain relationships with committee members and other key Federation volunteer leadership.
- Other duties as assigned.

### **QUALIFICATIONS AND COMPETENCIES**

- Bachelor's Degree
- Knowledge of the Atlanta Jewish community and a basic understanding of young adult trends and preferences
- 2+ years of experience in nonprofit fundraising, sales, leadership development or equivalent
- Experience with volunteer management, relationship building, social media marketing, event planning/promotion preferred
- Must have excellent verbal, written, and interpersonal communication skills that enable relationship and partnership building with key lay leaders, donors, and professionals
- Demonstrated critical thinking and problem-solving skills



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- Ability to learn database systems, experience with Microsoft Office Suite and spreadsheets

#### **PHYSICAL REQUIREMENTS**

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 \$60,000 - \$65,000 plus a comprehensive benefits package. The anticipated salary is near the midpoint and commensurate with experience.

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