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## JOB DESCRIPTION

**POSITION TITLE:** Donor Officer, Women's Philanthropy **STATUS:** Full-time, Exempt

**DEPARTMENT:** Philanthropy

**REPORTS TO:** Director, Women's Philanthropy

**PRINCIPAL FUNCTION:** As Jewish Atlanta continues to boom; Jewish Federation of Greater Atlanta intends to play a bold and creative role. The Philanthropy team is looking for a motivated, flexible, detail-oriented, and proactive Donor Officer to join our efforts as we expand the ways we engage with donors in the community.

You 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. You will be responsible for a broad range of initiatives and projects to advance our fundraising efforts in support of the Community Campaign including Partners Fund, Targeted Philanthropy, Special Projects and the Atlanta Jewish Foundation.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Philanthropy and Donor Stewardship/Cultivation

- Implement a fundraising and stewardship strategy for an assigned portfolio of donors and serve as the relationship manager.
- Implement strategic plans for each assigned donor and update donor information on an ongoing basis.
- Implement a strategy that will promote WP participation in the work of Federation and our partners, including Pop-Up programs, events, and Leadership Development opportunities.
- Help to develop and implement appropriate fundraising strategies and cultivation strategies, working with Director of Women's Philanthropy, to increase the number of Lions of Judah and Pomegranates in the community, as well as Lion of Judah Endowment.
- Work with an assigned volunteer team to ensure Campaign goals are met.
- Actively identify and meet with potential donors to increase involvement and support for Federation, the Partners Fund and other fundraising initiatives.
- Work with the Women's Philanthropy Leadership committee and the Director of Women's Philanthropy to build a long-term engagement and philanthropic strategy for Women's Philanthropy.
- Assist with planning and recruitment for the Women's Philanthropy Journey with the Journeys professional.

#### Volunteer Management

- Work with Director, Women's Philanthropy on managing WP Leadership, Nominating and Engagement committees.



- Work with Director, Women's Philanthropy to identify, recruit, organize, and train volunteer workers in furthering Federation philanthropic goals in Community Campaign.

#### **Programs and Events**

- Help with the planning of Women's Philanthropy focused events including leadership enlistment and management, marketing and attendee recruitment; logistics; and follow-up to ensure donor involvement in Federation.
- Work with the Marketing team on strategy and implementation of social media, email campaigns and other forms of communication for Women's Philanthropy community.
- Provide support to co-workers to facilitate philanthropy activities.

#### **Other**

- Support and demonstrate Federation's core values: Excellence, Positive-Can-Do Attitude, Empathy and Fearlessness.
- Promote the mission of Federation at all times through superior customer service to all and through the efficient use and care of resources.
- Other duties as assigned.

**STATUS AND SCOPE:** Initiate and respond to ongoing contacts with Federation professionals, donors, volunteers and members of the local and national community. Position requires flexibility with the ability to focus on detail while handling multiple tasks and periods of frequent interruptions. Must be able to plan and organize assignments independently, to create and develop research and to present information effectively to groups.

**QUALIFICATIONS:** Experience in non-profit fundraising, sales or the equivalent. Demonstrate understanding and commitment to the Jewish community. Strong interpersonal skills with the ability to interact with all members of the organization and external community positively and successfully. Proficiency in Word, Excel, Outlook, PowerPoint, and Salesforce or other CRM experience required. Experience in volunteer management and group facilitation strongly preferred. Ability to travel internationally and must be able to attend community-wide events on nights and weekends.

Must have own 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:** Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at desk working with computer. Position requires stamina to work extended days to include early morning, evening and weekend events and meetings in addition to the regular work schedule.

**COMPENSATION:** The salary range is \$67,000 - \$87,000 for this position plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.