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## JOB DESCRIPTION

**POSITION TITLE:** (Senior) Donor Officer

**DEPARTMENT:** Philanthropy

**REPORTS TO:** Director, Philanthropy

**CLASSIFICATION:** Full-time, Exempt

**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

- Develop and implement a fundraising and stewardship strategy for an assigned portfolio of donors and serve as the relationship manager.
- Create strategic plans for each assigned donor and update donor information on an ongoing basis.
- Identify and meet with potential donors to increase involvement and support for the Community Campaign and other fundraising initiatives.
- Identify natural partners, develop relationships, and steward gift development both independently and in partnership with other Federation departments.
- Develop and implement appropriate fundraising strategies to increase the Community Campaign and Total Philanthropy employing a variety of fundraising techniques that include face-to-face solicitations, fundraising events, calling sessions, and written communications.
- Work with the Atlanta Jewish Foundation team for identification and stewardship of prospects for planned giving and endowment opportunities, donor-advised fund openings and other complex gift transactions.
- Support Federation's philanthropy by accurately and successfully completing assignments according to defined timelines, cooperating with co-workers and volunteers to achieve fundraising goals.



### **Volunteer Management**

- Manage solicitation process including recruitment and follow-up with team leaders and team members; prospect selection; creation and maintenance of various solicitation lists and training tools; personal solicitation; and follow-up with donor issues to resolution.
- Work closely with the Director of Philanthropy to identify, recruit, organize, and train volunteer workers in furthering Campaign goals.
- Participate, train and lead fundraising efforts of assigned Targeted Philanthropy committee.

### **Programs and Events**

- Oversee planning of Philanthropy focused events including leadership enlistment and management, marketing and attendee recruitment; logistics; and follow-up to ensure donor involvement in Federation.
- Oversee the organization of and recruitment for outreach/appreciation events to increase involvement in Federation and the greater Atlanta community.
- Provide support to co-workers to facilitate Philanthropy activities.

### **Other**

- Support and demonstrate Federation's core values: Excellence, 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 Campaign and 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:** Bachelor's degree required. Minimum 5 years of experience in non-profit fundraising, sales or the equivalent. Minimum 8 years of experience for Senior level. Demonstrated 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.



**Jewish Federation**  
OF GREATER ATLANTA

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**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 for this position is \$66,000 - \$86,000 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.*