



JOB DESCRIPTION

POSITION TITLE: Impact Associate

DEPARTMENT: Community Planning and Impact

REPORTS TO: VP, Programs and Grantmaking

STATUS: Full-Time, Non-Exempt

PRINCIPAL FUNCTION: As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta intends to play a bold and creative role in reimagining and deepening community engagement. We are looking for a driven self-starter to join our team as we expand the ways we impact the community.

Reporting to the VP of Programs and Grantmaking, you will work with a passionate team of Federation professionals to assist portfolio managers in our grants process, work with team members to plan and execute events and programs, and provide general operational support to the Impact team, including setting up meetings, assisting with presentations, data entry, and customer support.

ESSENTIAL FUNCTIONS:

The Impact Associate will have three main areas of responsibility.

1. Grant Support:
 - Assist program officers in processing grant applications, preparing reports, and collecting evaluation materials.
2. Program and events support:
 - Assist program staff in creating events and programs, including working to develop marketing plans, administering appropriate registration as well as follow-up and feedback, and providing general event support during select programs
3. Impact Team support:
 - Provide support for Impact team and committee meetings: manage scheduling and invitations, Zoom logistics, track RSVPs, assist with PowerPoint presentations, prepare meeting minutes
 - Data entry for payments and managing client and donor lists in Salesforce

QUALIFICATIONS: Bachelor's degree or equivalent. Minimum 2 years' experience as an Administrative Assistant or Customer Service role. Strong technology skills including proficiency with Word, Excel, Outlook and PowerPoint. Salesforce experience or data management experience preferred. Flexible, collaborative, and comfortable multi-tasking effectively in a fast-paced environment. Strong planning and prioritization skills and excellent attention to detail. Proven track record of problem-solving and meeting deadlines. Excellent written and verbal communications skills. Strong interpersonal skills with the ability to positively and successfully interact with all members of the organization and external community. Good judgment and problem-solving skills. Exhibits a positive, collaborative, professional demeanor.



Jewish Federation
OF GREATER ATLANTA

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.

**Jewish Federation of Greater Atlanta is an equal opportunity employer.*