##### JOB DESCRIPTION

**POSITION TITLE:** **NextGen Leadership and Donor Officer**

**DEPARTMENT:** Community Planning and Impact

**REPORTS TO:** Director of Leadership Development

**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 Community Planning and Impact team is looking for a motivated, flexible, detail-oriented, and proactive individual to join our efforts as we expand the ways we engage with the next generation of leaders and 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 leadership and fundraising efforts for developing leaders and in support of the Community Campaign including Partners Fund, Targeted Philanthropy, Special Projects and the Atlanta Jewish Foundation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Leadership Development**

* Lead the NextGen Steering Committee and Ben Gurion Society members in developing and executing a vision of deepening engagement and enhancing leadership skills of the next-gen community.
* Oversee the organization of and recruitment for NextGen outreach/appreciation events independently and in collaboration with community partners to increase involvement in Federation and the greater Atlanta community.
* Develop and execute strategies to identify, recruit, organize, and train volunteers in community priorities, funding processes, and engaging with partners.
* Lead the process of building the NextGen YPro/JPro initiative and convene the sector of professionals leading and working in next-gen focused partner organizations.
* Serve as the lead professional of Slingshot initiative.
* Develop plan for, recruit and execute 40 Under 40 Journey to Israel initiative working with Journeys professional.

**Philanthropy and Donor Stewardship/Cultivation**

* Develop a fundraising and stewardship strategy, including planning and executing fundraising events, for an assigned portfolio of donors and serve as the relationship manager. The portfolio will include a blend of NextGen donors and Prospects.
* Create strategic plans for each assigned donor and update donor information on an ongoing basis.
* Implement a strategy that will increase NextGen leadership in the work of Federation and our partners, including LEADS, Giving Circles and Leadership Development opportunities.
* Develop and implement appropriate fundraising strategies to increase the presence of Ben Gurion Society.
* Work with an assigned program team to ensure Campaign goals are met.

**Other**

* Work with Marketing team on strategy and implementation of social media, email campaigns and other forms of communication for NextGen community.
* Provide support to co-workers to facilitate philanthropy activities.
* Support and demonstrate Federation’s core values: Excellence, Empathy, Fearlessness, Collaboration, and a Positive Can-Do Attitude.
* 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.*

**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, leadership development or the equivalent. 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.

**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.

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

**COMPENSATION:** The salary range is $67,000 - $77,000 for this position plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

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