

JOB DESCRIPTION

TITLE: Philanthropic Officer

DEPARTMENT: Foundation

REPORTS TO: Managing Director, Philanthropic Advisory

CLASSIFICATION: Exempt, Full-time

OVERVIEW: As Jewish Atlanta continues to boom, the Atlanta Jewish Foundation intends to play a bold and creative role. The Atlanta Jewish Foundation is part of Jewish Federation of Greater Atlanta and manages over \$350 million in charitable assets, comprised of over 1000 funds in the Atlanta community.

PRINCIPAL FUNCTIONS: The Atlanta Jewish Foundation is looking for a creative, motivated, flexible, detail-oriented, and proactive Philanthropic 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 professionals to increase the impact of the organization's work here in Atlanta, in Israel and the world and help philanthropists give in alignment with their Jewish values. You will build strong relationships and provide unique engagement opportunities that increase donor satisfaction and deliver greater impact to the community. As a trusted philanthropic partner, you will develop sustained relationships with donors and their families, provide consultation to donors and their professional advisors to retain and grow contributions through philanthropic vehicles to meet donors' needs. You will play a key role in helping the Atlanta Jewish Foundation fulfill its strategic milestones.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cultivate relationships with portfolio of current fundholders and other key stakeholders
- Partner with colleagues across the Jewish Federation of Greater Atlanta to identify potential new fundholders
- Solicit new funds
- Present to professional advisors about the Atlanta Jewish Foundation and cultivate relationships to better serve joint clients and identify prospects
- Plan and execute stewardship meetings and events
- Collaborate with appropriate Foundation staff on donor-related communications (newsletters, quarterly communications, event marketing, special mailings, etc.)



- Oversee the management of Foundation-related day-to-day needs for Fundholders by providing quality planning services through listening to their needs, creating customized gift plans to establish their own fund, encouraging legacy giving
- Represent the Atlanta Jewish Foundation at various community and Federation/Foundation events
- May require work outside of regular office hours for events
- Other duties as assigned

QUALIFICATIONS:

Bachelor's degree required, Master's or advanced degree preferred, and 4+ years of experience in fundraising, charitable giving, philanthropic planning and advising, planned giving, customer service, financial services, client services, and/or sales development. Demonstrated understanding and commitment to the Jewish or Atlanta community, strong interpersonal, leadership and organizational skills. Experience in volunteer management and fundraising or sales strongly preferred.

PHYSICAL REQUIREMENTS:

Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at desk working with computer. The employee must occasionally lift and/or move up to ten pounds.

COMPENSATION:

The salary range for this position is \$77,000 - \$87,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

Please submit a cover letter and resume to employment@jewishatlanta.org. Please enter POSITION: Philanthropic Officer in the subject line.

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.