##### JOB DESCRIPTION

**POSITION TITLE:** **Senior Philanthropic Officer**

**DEPARTMENT:** Foundation

**REPORTS TO:** Chief Foundation Officer

**STATUS:** Full-time, Exempt

**PRINCIPAL FUNCTION:** As Jewish Atlanta continues to boom; the Atlanta Jewish Foundation intends to play a bold and creative role. The Foundation is part of The Jewish Federation of Greater Atlanta. The Foundation manages over 1000 funds in the Atlanta community. The Foundation is looking for a creative, motivated, flexible, detail-oriented, and can do-attitude proactive Senior Philanthropic Officer to join our efforts as we expand the ways we engage with fundholders in the community.

You will work with a passionate team of Foundation professionals to increase the impact of the organization’s work here in Atlanta, in Israel and the world and help philanthropists give with more meaning and with ties to their Jewish values. You will collaborate with our fundholders to build strong relationships and provide unique engagement opportunities increasing fundholder satisfaction and delivering more impact to the community. You will be responsible to lead, manage, develop and implement engagement strategies and stewardship programs and services for fundholders to deepen, maintain and grow relationships and ultimately fulfill strategic milestones for the Foundation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

MAJOR RESPONSIBILITIES

**Leads the development and implementation of engagement strategies and stewardship opportunities for fundholders to deepen, maintain and grow relationships.**

* Maintains and builds deep relationships with a portfolio of existing fundholders.
* Develops a fundholder experience and customer service model, to grow relationships with existing fundholders and increase their connection and satisfaction over the lifetime of our relationship.
* Creates, implements, and maintains multiple education and engagement opportunities and programs, providing highly customized experiences that align with our fundholders interests.
* Creates a welcoming onboarding and orientation program for new fundholders.
* Proactively generates opportunities to share with fundholders and rapidly responds to fundholder requests for information; coordinating research on nonprofit organizations in a particular field of interest and connecting fundholders to the appropriate resources within the Foundation to address their needs.
* Works with other Federation departments to connect the Federation’s programmatic expertise to fundholder interests and ensure that these resources are available to fundholders including NextGen, Teens, and other programs.
* Creates and plans experiences, events, and educational forums for fundholders and arrange site visits with nonprofits of fundholder interests.

• Some work is required beyond traditional work hours for meetings and events.

**Leads the implementation of the Foundation’s fundholder relationship management and stewardship approach.**

* Tracks and monitors relationships with fundholders, builds profiles of fundholders and researches fundholders’ interests, giving patterns and philanthropic capabilities through use of Salesforce.
* Creates, implements, and maintains a program for capturing fundholder interests to customize outreach and engagement and provide more appropriate service.
* Develops and implements metrics assessing effectiveness.
* Develops benchmarks and processes to measure success in delivering fundholder services and uses the knowledge gathered to continually enhance the Foundation’s fundholder engagement program.
* Implements and monitors systems to successfully manage stewardship and to adapt to trends and both the organizations and fundholders’ changing needs.

**Manages a team to oversee the creation, maintenance, growth, and efforts of Legacy Giving.**

* As part of work in strengthening relationships with existing fundholders, build a working knowledge about legacy giving vehicles to deepen relationships with existing fundholders.
* Oversees the creation and implementation of a legacy giving strategy and the implementation of a legacy society to foster community around legacy giving.
* Works with volunteers and the philanthropy team around individual fundholder and legacy gift prospects.

**Marketing and communicating the great experiences of our fundholders**

* With the Marketing Department, creates, updates, and maintains collateral such as fundholder handbook, fundholder reports, fundholder statements, newsletters, emails, website and product and service information sheets.
* Proactively generates engaging stories about our fundholders to share with the broader community.

**Represents the Foundation at various events and community gatherings**

* Being visible and present in the community at various events is very important and a great way to build relationships with our partners
* The Chief Foundation Officer and this role will share responsibility for attending these events, many are outside of traditional hours

**Other duties as assigned.**

**QUALIFICATIONS:**

* Bachelor’s degree required, Master’s or advanced degree preferred, and eight-ten years of experience in charitable giving, philanthropic planning and advising, planned giving, customer service, grantmaking, project management, client services, and/or sales development.
* Demonstrated understanding and commitment to the Jewish or Atlanta community, strong interpersonal, leadership and organizational skills.
* Knowledge of computer and database utilization required. Experience in volunteer management and fundraising or sales strongly preferred.
* 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.

**Please submit cover letter and resume to employment@jewishatlanta.org. Please put POSITION: Senior Philanthropic Officer in subject line. Jewish Federation of Greater Atlanta/Atlanta Jewish Foundation is an equal opportunity employer.**