**JOB DESCRIPTION**

**TITLE:** Vice President of Innovation

**DEPARTMENT:** Community Planning and Impact

**REPORTS TO:** Chief of Programs and Grantmaking

**OVERVIEW:** As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta is leading this incredible evolution. Federation Innovation impacts the community by incubating, creating, and strengthening the community ecosystem through grants, trainings, and leadership development.

**PRINCIPAL FUNCTION:** Under the supervision of the Chief of Programs and Grant Making, the Vice President of Innovation will lead Federation’s efforts in helping to bring new ideas to reality, provide meaningful entry-points and pathways for volunteer leadership, and spearhead the expansion of relational engagement initiatives into new neighborhoods and with new populations.

# ESSENTIAL DUTIES AND RESPONSIBILITIES

* Provide vision and strategic direction to infuse and advance a culture of innovation at Federation and in the Jewish community.
* Supervise and develop the positions of Director of Leadership Development and Relationship Manager.
* Manage annual grantmaking processes for new community initiatives, including microgrants as incubators of new ideas.
* Oversee evaluation of grant-funded projects and develop measures of success and criteria for future funding.
* Develop and implement programs and initiatives including budget management, staffing, annual planning, coordinating activities / people / partners, reporting, and partnership management that advances the goals of Federation Innovation.
* Work closely with Innovation Advisory Chairs, relevant sub-committee chairs and other volunteer members to achieve organizational objectives and ensure positive volunteer experiences.
* Manage a process for talent development and incubation of new ideas for both existing and potential grantees.
* Develop strategies for ongoing support of incubated initiatives and leadership of those initiatives.  This includes setting goals and benchmarks, measuring outcomes, and identifying and assigning professional mentors.
* Assist in leadership of annual Innovation Fundraising campaign, including identifying grant opportunities, managing existing grants, and engaging in donor stewardship.
* Produce events that help to advance the goals of Federation Innovation and Leadership Development.
* Promote the mission of Federation at all times 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.*

**QUALIFICATIONS:** Bachelor’s Degree in business, marketing, or related field and at least 5 years of full-time, leadership or start-up work experience with demonstrated success in, developing, and implementing innovation strategy across an organization. Equivalent combination of experience and education will be considered. Fundraising experience and management of diverse constituencies as well as knowledge of the Jewish community preferred. Must have excellent verbal and written communication abilities, knowledge, and ability to use databases, computer spreadsheets, word processing and other basic programs. Demonstrated ability to manage competing demands and changing pace of priorities. Proficiency in Salesforce or other customer relationship management software preferred.

**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. Must be available for local and national travel to attend meetings, functions, and other activities. Must provide own transportation and have a valid State of Georgia driver’s license and proof of automobile insurance.

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

**COMPENSATION:**  The salary range for this position is $110,000 - $127,000, 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.*

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