

POSITION DESCRIPTION

JOB TITLE: Advancement and Engagement Manager

REPORTS TO: Executive Director

CLASSIFICATION: Part-time, Exempt

OVERVIEW: Jewish Women's Fund of Atlanta (JWFA) is an independent philanthropic organization operating under the nonprofit status of Jewish Federation of Greater Atlanta. JWFA promotes social change and creates positive opportunities for Jewish women and girls. Through our work, we support, elevate, and advance women. We are a force for change, addressing gender inequality in the Jewish community. We harness the power of philanthropy, collective wisdom, and women's voices to advocate for mental health and equity while fighting against economic injustice, violence against women, and gender-based harassment and discrimination in workplaces. **JWFA seeks a mission-focused, strategic, self-motivated, well organized, experienced fundraising or sales professional for its new Advancement and Engagement Manager position.** This senior-level role will focus on raising philanthropic dollars to support JWFA's mission. This is a part-time position (20 hours per week with flexible hours) with an annual salary of \$40,000.

JOB OBJECTIVES: Reporting to the Executive Director of Jewish Women's Fund of Atlanta, the Advancement and Engagement Manager oversees the fundraising and development of the organization. This is a new position and will entail the creation and implementation of multiple systems and processes, all dedicated toward furthering JWFA's mission by increasing our financial resources.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Create a comprehensive fundraising strategy that involves the Executive Director, Executive Committee, and other Trustees and includes cultivation, stewardship, and solicitation through meetings with prospects and donors in person, by phone and on Zoom, and at events.
- Oversee a portfolio of donors, including conducting prospect research and engaging in solicitation and stewardship to instill confidence that JWFA is a meaningful investment.
- Solicit gifts ranging from \$360 to \$1 million.
- Oversee JWFA fundraising events, including the JWFA 10th anniversary celebration. Lead the professional team and lay leaders to plan, execute, and ensure the success of fundraising events.
- Work directly with JWFA professionals and lay leaders to identify new donor prospects and fundraising opportunities.
- Provide development training and support to JWFA professionals and lay leaders when appropriate.
- Expand the network of people who feel connected to JWFA, with an emphasis on reaching people with diverse backgrounds and lived experiences.
- Draft proposals and reports for individual donors, foundations, and JWFA Trustees.

- Work with JWFA Administrative Associate to set up and maintain a CRM. Track all interactions/relationships using the CRM.
- Be accountable for fundraising goals, as decided on together with the Executive Director and Executive Committee.
- Represent JWFA at community events to enhance our visibility.
- Other duties as assigned.

The above job duties and responsibilities describe the general nature and level of work for an employee in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of an employee in this job.

QUALIFICATIONS/SKILLS & KNOWLEDGE:

- All JWFA professionals must possess a passion for gender equity and social change efforts and a belief that people of all genders deserve the same opportunities, rights, and privileges.
- Knowledge of and ties to the Atlanta Jewish community, the not-for-profit sector, gender equity issues, and a commitment to Jewish philanthropy.
- A strong background in either fundraising or sales is required, with a minimum of 7 years of work experience in a significant development or sales leadership role.
- Proven fundraising background and experience, including demonstrated success in: identification and stewardship of major donors, solicitation of major gifts, and the development and execution of major fundraising events.
- Excellent written and verbal communication skills.
- Being a “people person” is essential for success in this position.
- A self-starter who is energetic and enthusiastic about scaling our organization. This person must have the ability to work both independently and collaboratively and must be willing and able to take initiative.
- Proficiency in Microsoft Office Suite, specifically Word, Excel, and Outlook. General comfort with technology.
- Ability to manage multiple projects at once and prioritize among various tasks, while maintaining high quality across all areas.
- A positive attitude and an ability to stay calm under pressure.

SCHEDULE CONSIDERATIONS AND PHYSICAL REQUIREMENTS:

- This is a 20 hours per week position. The specific schedule is flexible and can largely be set at the discretion of the Advancement and Engagement Manager, with coordination and collaboration with the Executive Director and other JWFA team members.
- The Advancement and Engagement Manager may occasionally be asked to work on evenings and Sundays, always with advanced notice.
- Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at a desk working on the computer.

** Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination with regard to race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*

Qualified candidates should send a resume and cover letter to Rachel Wasserman at rwasserman@jwfatlanta.org with subject line "Advancement and Engagement Manager." We will review applications and screen promising candidates on a rolling basis until the position is filled.