The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with a shared commitment to community working with residents, neighborhoods and civic leaders across public, private and philanthropic sectors to seize the greatest opportunities and solve the region’s most pressing challenges.

Reporting to the VP of Philanthropy, the Senior Philanthropic Officer is primarily responsible to deliver consistently excellent services to current donors and cultivate prospects for new donors and gifts contributing to the achievement of the Foundation’s goals and objectives for growth and donor satisfaction.

Essential Functions of Position:

- As trusted philanthropic partner develop sustained relationships with donors and their families, providing consultation to donors and their advisors.
- Engage donors with the Foundation’s priorities to align and influence donor giving, using community resources and expertise to connect donors to significant causes that address critical community needs.
- Cultivate and solicit sustained contributions from donors to and through the existing funds, create additional philanthropic vehicles to meet donors’ needs.
- Seek and pursue referrals from donors, professional advisors, and current and former board members for new donor prospects, and support CEO with prospect cultivation and closing.
- Participate actively in the design and execution of the development and endowment building activities associated with the anniversary campaign for a Greater Atlanta, including cultivation of prospects.
- Develop strategy, stewardship plans and activities for managing and engaging a large, high value, and diverse portfolio of current donors, with a focus on moving donors from transactional to transformational experiences in their relationship with the Foundation, including those donors with planned-gift-only commitments.
- Measure and monitor service effectiveness and donor engagement, and analyze and apply the results to tailor donor services to ensure stewardship plans and activities align with Community Foundation strategy and goals.
- Represent Community Foundation at external events as required and appropriate. To include external speaking and thought leadership.
- Maintain master data records in an up-to-date and complete manner, including donor records, contact plans, etc. for accurate reporting on stewardship plans, portfolios, gift and grant activity.
- Supervise the assigned Philanthropic Associate by engaging and mentoring their delivery of valued professional services that enhance the quality of donor experiences.
• Support strategic planning and operations of the Philanthropy Team to ensure work of the team aligns with broader Community Foundation goals and provide leadership for one or more of the strategic priorities
• Actively contribute to developing and maintaining a high-performing and cohesive team including seeking out real-time feedback and owning individual goals and growth.
• Operate with continuous improvement mindset, identifying areas for increasing donor engagement, process/product standardization/streamlining and work with key individuals from all departments to ensure integration of all functions as necessary.
• Collaborate with all departments internal teams for efficient use of resources and to maximize effectiveness of all teams.
• Stay current and integrate industry best practices into day to day operations, including new product ideas to diversify the Foundation's portfolio of donor offerings.

Qualifications:

• Bachelor’s degree required, Master’s degree preferred. Professional designation(s) such as CFP or CFRE highly desirable.
• 7+ years’ experience in the fundraising, nonprofit or financial services fields with special emphasis on working with individuals of high net worth
• Understanding of donor psychology and the motivations for giving with proven ability to adapt approach to different audiences
• Understanding of fundraising campaigns, delivery of professional philanthropic services, and prospect research and philanthropy records systems, e.g., Raiser’s Edge, Salesforce
• Technical knowledge of moves management and stewardship of major gifts
• Commitment to excellent service, both internally and externally
• Self-starter, proactive, and results-oriented
• Strong attention to detail and highly organized with ability to prioritize work and manage competing priorities for self and team
• Experience and demonstrated results connecting, collaborating, and engaging with professional advisors and high net worth individuals for purposes of philanthropic engagement
• Excellent interpersonal, oral and written communication skills
• Dedication to problem-solving, efficiency, and process improvement
• Proficiency in Microsoft Office Suite including Excel, Outlook, PowerPoint, and Word; philanthropy records systems database technology such as Raiser’s Edge and/or FIMS

Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.

The Community Foundation for Greater Atlanta operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:
To be determined based upon experience and qualifications within the anticipated salary range of $90,000-$98,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan.

To Apply:
Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “Senior Philanthropic Officer”.
The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The Community Foundation for Greater Atlanta values diversity and inclusion; therefore we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.