Community Foundation for Greater Atlanta
Philanthropic Associate

POSTION: Full-time Exempt
DEPARTMENT: Philanthropy
REPORTS TO: Philanthropic Officer/Senior Philanthropic Officer

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. The Philanthropy team provides quality services to donors and engages donors to address the most pressing needs facing our community.

The Philanthropic Associate works to deliver consistently excellent services to current donors and support prospect cultivation for new donors and gifts contributing to the achievement of the Foundation’s goals and objectives for growth and donor satisfaction. Additional responsibilities of the philanthropy associate include providing services to less complex donors to solicit and secure new gifts from existing and new donors.

Essential Functions of Position:

- Manage portfolio of low-engagement current donors; activities include communications, scheduling meetings with donors, invitations to events, distributing Foundation knowledge and thought leadership, thank you’s, monitoring for major donor events.
- Support strategic planning and operations of the Philanthropy Team to ensure work of the team aligns with broader Community Foundation goals.
- Engage new and existing donors with the Foundation’s priorities to align, influence and secure donor giving to TogetherATL.
- Review and write nonprofit funding recommendations for donors.
- Assist to solicit and secure new gifts from new and existing donors to grow the Foundation’s invested assets.
- Develop proficiency in donor services and development core competencies.
- Support the SPO and PO in the development of strategy, stewardship plans and activities for engaging a diverse portfolio of current donors.
- Measure and monitor service effectiveness and donor engagement; analyze and apply the results to tailor donor services to ensure stewardship plans and activities align with Community Foundation strategy and goals.
- Work with Finance to produce accurate financial reporting of current donor giving and department fundraising goals.
- Produce and update contact reports, gift and grant history to support SPO’s and PO’s management of current donor portfolios and activities, includes conducting current donor background research, and monitoring status of planned gift donors.
- Oversee administration of weekly donor grants recommendations; coding, tracking and review process and weekly approval.
- Support the introduction of relevant new services and make connections to existing services for donors to increase their philanthropic relationship with the Foundation.
- Act as lead for scholarship-only donors and Designated/Agency funds where appropriate; includes invitations to events and other opportunities to connect.
- Serve as in-office point of contact, teaming with and supporting SPO, PO and donors to answer grant-related questions.
- Partner with other Philanthropic Associates, SPO and PO on donor events and communication calendar to ensure high donor engagement and achievement of overall deliverables.
- Maintain a portfolio of prospects as part of the master prospect list and actively update moves management actions from qualification to cultivation, gift closing and stewardship with timely quality contacts to secure new funds and contributions.
- Actively contribute to developing and maintaining a high-performing and cohesive team including seeking out real-time feedback and owning individual goals and growth.
- Actively support partnerships with the Community and MarCom departments to design and implement processes and opportunities for co-investment.
- 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 Foundation portfolio of donor offerings.
- Other duties as assigned.

Qualifications:

- 2-5 years experience with fundraising, donor service and stewardship
- Self-starter, results-oriented and committed to quality service
- Experience and demonstrated results connecting, collaborating, and engaging with high net worth individuals for purposes of philanthropic engagement
- Ability to organize and prioritize work and manage competing priorities for self and team members
- Ability to analyze data, develop observations and recommendations, and communicate with team members to use data in decision-making processes
- Excellent interpersonal, oral and written communication skills
- Dedication to problem-solving, efficiency, and process improvement
- Skilled in Microsoft Office Suite including Excel, Outlook, PowerPoint, and Word with proficiency in philanthropy records systems database technology such as Raiser’s Edge 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 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 $50,000-$58,000. 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 “Community Foundation Philanthropic Associate”.

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.