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 Director, Donor Acquisition is primarily responsible for cultivating prospects for new donors and gifts. This position is 70% donor acquisition and 30% donor retention, consistently delivering excellent services to donors, contributing to the achievement of the Foundation’s goals and objectives for growth. The Director, Donor Acquisition will plan and implement a fund development strategy for major gift identification, cultivation, solicitation, and stewardship to increase revenue, new donor acquisition, and mission impact. A principal component is to provide oversight in all aspects of prospective donors, formulating acquisition strategies and executing a fund development plan which increases the number of overall supporters, creating opportunities for all to contribute to the Foundation’s mission. This role is a philanthropic strategic partner, empowering donors to execute their philanthropic goals, build the capabilities of a team to service these donors and increase revenue through meaningful donor stewardship.

Essential Functions of Position:

- **Donor Acquisition:**
  - Solicit and secure new gifts from new donors to grow the Foundation's invested assets, including prospecting, cold calls, developing a donor pipeline, making and closing the ask, generating leads, etc. This position is 70% new donor acquisition and 30% donor retention with primary emphasis on identifying and securing new donors.
  - Seek and pursue referrals from donors, professional advisors, and current/former board members for new donor prospects and closing.
  - Provide input for content and design for stewardship materials and other fundraising communications.
  - Diversify the Foundation’s portfolio to increase unrestricted and restricted funds from all constituencies and launch appropriate systematic fund development programs and initiatives.

- **Donor Prospect & Cultivation Strategy:**
  - Develop strategy, cultivation plans and activities for managing and engaging a large, high-value, and diverse portfolio of prospective donors, with a focus on securing commitments from new and/or lapsed donors.
  - Develop sustained relationships within expansive networks to identify and solicit new donor prospects aligned with the Foundation’s priorities and influence donors to address critical community needs.
- Cultivate and solicit sustained contributions from donors to and through the existing funds or new funds, creating additional philanthropic vehicles to meet donors' needs where needed
- 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
- Create and execute a donor acquisition strategy and stewardship plans for prospective or current donors, including follow-up, touch points, presentations, donor recognition, etc.

- **Data-driven Operations Management:**
  - Build a solid understanding of prospective donors in the region by using data and research to build insight, define different segments and tailor acquisition strategies appropriately
  - Manage equitable distribution of prospect portfolios incorporating individual and team metrics
  - Measure and monitor acquisition effectiveness and prospective 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
  - 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
  - Develop critical key metrics; creating and updating acquisition reports against monthly/quarterly KPIs to inform VP of progress
  - Manage monthly income and expenditure reports across the acquisition initiatives

- **Leadership & Team Development:**
  - Supervise a team of officer(s) and associate(s) by engaging and mentoring their delivery of valued professional services that enhance the quality of donor experiences and Foundation revenue
  - Develop and maintain a high-performing and cohesive team, including seeking out real-time feedback and owning individual goals and growth
  - Operate with a 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
  - Collaborate within the Philanthropy department and across all department teams for efficient use of resources and to maximize effectiveness and communication
  - Stay current and integrate industry best practices into day-to-day operations, including new product ideas to diversify the portfolio of donor offerings
  - Represent the Community Foundation at external events as required and appropriate, including external speaking opportunities and thought leadership

**Qualifications:**

- Bachelor's degree and 10+ years of direct fundraising/philanthropic experience or equivalent to 15+ years development/philanthropic experience. Professional designation(s) such as CFP or CFRE are highly desirable.
- Minimum 10+ years experience in the development of fundraising in a nonprofit/philanthropic organization, including demonstrated success in new revenue generation and significant stewardship 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
• 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 with ability to clearly and persuasively articulate complex ideas to diverse audiences
• Ability to travel, including for donor meetings, nonprofit site visits, and representation of the Foundation at external meetings
• A clear commitment to equity of opportunity and genuine respect for diversity, equity and inclusion
• Ability to lead, manage, motivate and develop direct reports and team
• Robust and up-to-date knowledge on the regulatory compliance and legal considerations regarding philanthropic funds
• Dedication to problem-solving, efficiency, and process improvement with a track record of good judgment in decision-making to lead to positive outcomes
• Proven experience in working constructively and collaboratively with internal teams
• 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 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. This position is currently being benchmarked with the anticipated salary range of $120,000-$140,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan:

• Paid time off:
  o Two weeks accrued paid vacation
  o Two weeks accrued paid sick leave
  o Four mental health days
  o Two personal day
  o Two floating holidays
  o Ten holidays

• Benefits:
  o All benefits effective on date of hire – no waiting period
  o 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
  o 100% employer-paid life insurance and AD&D
  o 100% employer-paid short-term disability and long-term disability
  o 100% employer-paid parking in downtown Atlanta or monthly MARTA card
  o Affordable plans for legal insurance, critical illness, supplemental life, and more
• Employee Assistance Program

• **Retirement:**
  - Immediate eligibility for employee contribution to 403b plan
  - After two-year anniversary with organization, all employees receive an employer-paid contribution of 6% of their salary to a SEP-IRA plan regardless if the employee contributes to retirement

• **Culture and Development:**
  - Individual Development Plans (IDPs) for each team member including trainings, resources, development opportunities, etc.
  - Two wellness rooms for mental health with self-care items
  - Fun monthly employee engagement activities

**To Apply:**
Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “Director Donor Acquisition”.

Due to the volume of candidates, we are unable to provide status updates to applicants or accommodate phone calls or walk-ins regarding open positions.

*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.*