Community Foundation for Greater Atlanta
Philanthropic Associate (Engagement)

POSITION: Full-time Exempt
DEPARTMENT: Philanthropy
REPORTS TO: Director, Donor Engagement

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.

Reporting to the Director of Donor Engagement, the Philanthropic Associate’s primary responsibility is to prospect and cultivate new donors and gifts contributing to the achievement of the Foundation’s goals and objectives. Additional responsibilities of the philanthropy associate include providing services to donors to solicit and secure new gifts from existing and new donors. The Philanthropy Associate collaborates with the Philanthropy team and other departments in an administrative and supportive capacity to ensure that all aspects of current and prospective donors’ philanthropic needs are being properly met.

Essential Functions of Position:

- Solicit and secure new gifts from new and existing 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 focused on new donor acquisition.
- Manage portfolio of prospective donors; activities include research, developing communications, scheduling meetings, invitations to events, distributing Foundation knowledge, solicitation strategies, prospect management records, etc.
- Review and write nonprofit funding recommendations for prospective donors
- Develop proficiency in donor services and develop core competencies
- Engage new donors with the Foundation’s priorities to align, influence and secure donor giving to TogetherATL
- Support the Director of Donor Engagement in the development of strategy, cultivation plans and activities for securing new gifts and engaging a diverse portfolio of new donors
- Measure and monitor acquisition effectiveness and donor engagement; analyze and apply the results to tailor donor cultivation and services to ensure stewardship plans and activities align with Community Foundation strategy and goals
- Produce and update contact reports, solicitation tracking, gift history, cultivation/stewardship activities and research
- Perform 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 prospective donors to solidify their philanthropic relationship with the Foundation
- Serve as in-office point of contact to answer current and prospective donor questions
• Partner with other team members on donor events and communication calendar to ensure high donor engagement and achievement of overall deliverables
• New donor fund set-up, orientation preparation and research. Assist philanthropic officers and directors in meetings as needed with new donors and current donors
• 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 a continuous improvement mindset, identifying areas for increasing donor engagement, process/product standardization/streamlining and working with key individuals from all departments to ensure integration of all functions as necessary
• 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.
• 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
• 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
• A clear commitment to equity of opportunity, supported by a record of impact in areas relevant to the Foundation’s evolving strategy, as well as a genuine respect for diversity, equity and inclusion
• 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 $54,000-$60,000. 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
- Four mental health days
- Two personal day
- Two floating holidays
- Ten holidays

**Benefits:**
- All benefits effective on date of hire – no waiting period
- 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
- 100% employer-paid life insurance and AD&D
- 100% employer-paid short-term disability and long-term disability
- 100% employer-paid parking downtown Atlanta or monthly MARTA card
- 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 “Philanthropic Associate (Engagement).”

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.*