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 Philanthropic Officer is responsible for identifying and cultivating new gift and donor prospects. This position will be primarily donor acquisition with some donor retention responsibilities, consistently delivering excellent services to donors and contributing to the achievement of the Foundation’s goals and objectives for growth. The philanthropic officer will cultivate new donors with the capacity for new gifts to achieve the Foundation’s new strategic plan including growth in TogetherATL gifts and invested assets.

Essential Functions of Position:

- As a trusted philanthropic partner, identify, develop, and sustain relationships with new donors and their families, providing consultation on philanthropic fund opportunities.
- Engage new donors with the Foundation’s priorities to align, influence and secure donor giving to and through TogetherATL, using community resources and expertise to connect donors to significant causes that address critical community needs.
- Cultivate and solicit sustained contributions from new donors to create new funds and additional philanthropic vehicles to meet donors’ needs.
- Actively identify and pursue referrals from donors, professional advisors, and current and former board members for new donor prospects, and support team with prospect cultivation and closing.
- Generate leads by cold calling/emailing, strategic participation in Foundation events and external partner events to cultivate and grow prospective donor network.
- Participate actively in the design and execution of TogetherATL and Co-investment donor strategy including the attraction of BIPOC donors and professional advisors.
- Develop strategy and cultivation activities for managing and engaging a large, high value, and diverse portfolio of new donors, with a focus on moving donors from transactional to transformational experiences in their relationship with the Foundation.
- Measure and monitor effectiveness of donor acquisition efforts and analyze and apply the results to ensure activities align with Community Foundation strategy and goals.
- Represent Community Foundation at external events as required and appropriate. Participate in speaking engagements to donors, professional advisors and other related groups.
- Enter, maintain, and manage master data records in an up-to-date and complete manner using appropriate software, including donor records, contact plans, etc. for accurate reporting on fundraising plans, portfolios, and gift activity.
• Support the development and training of Philanthropic Associate(s) 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 and, more specifically with the Community team 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:

• Self-starter, results-oriented
• 3-5 years experience in the fundraising, nonprofit or financial services fields with special emphasis on working with individuals of high net worth; philanthropic/foundation experience strongly preferred
• Commitment to quality service
• Experience with fundraising and relationship identification, cultivation and solicitation
• Experience and demonstrated results connecting, collaborating, and engaging with potential donors for purposes of philanthropic engagement
• Ability to organize and prioritize work and manage competing priorities for self and team members
• Excellent interpersonal, oral and written communication skills
• Dedication to problem-solving, efficiency, and process improvement
• Strong facilitation skills preferred
• Ability to use data in decision-making processes
• Proficiency in philanthropy record systems, e.g., Raiser’s Edge, DonorCentral, FIMS, other Blackbaud philanthropy products. Proficiency in Microsoft Office Suite including Excel, Outlook, PowerPoint, and Word essential.

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 $80,000-$85,000. 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 days
  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 downtown Atlanta or monthly MARTA card
  o Affordable plans for legal insurance, critical illness, supplemental life, and more
  o Employee Assistance Program

• Retirement:
  o Immediate eligibility for employee contribution to 403b plan
  o 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:
  o Individual Development Plans (IDPs) for each team member including trainings, resources, development opportunities, etc.
  o Two wellness rooms for mental health with self-care items
  o Fun monthly employee engagement activities

To Apply:
Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “Philanthropic Officer (Engagement)”. 

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.