Community Foundation for Greater Atlanta
Philanthropic Officer

POSTION: Full-time Exempt
DEPARTMENT: Philanthropy
REPORTS TO: Director, Donor Relationships

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 consistently delivering excellent services to current donors and cultivating 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, develop sustained relationships with donors and their families, providing consultation to donors and their advisors.
- Engage new and existing 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 donors to and through the existing funds, create additional philanthropic vehicles to meet donors’ needs.
- Solicit and secure significant new gifts from existing and new donors.
- Seek and pursue referrals from donors, professional advisors, and current and former board members for new donor prospects, and support CEO, VP, Philanthropy and Directors with prospect cultivation and closing.
- 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, 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. Participate in speaking engagements to donors, professional advisors and other related groups.
- 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.
- 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:

• Commitment to quality service
• Self-starter, results-oriented
• Experience with fundraising and relationship stewardship
• 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 is Microsoft Office Suite including Excel, Outlook, PowerPoint, and Word essential.
• 3-5 years experience in the fundraising, nonprofit or financial services fields with special emphasis on working with individuals of high net worth

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.

To Apply:
Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “Community Foundation 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.