



Development Officer **Full-Time | Atlanta, GA**

Build Relationships That Inspire Giving

Jewish Family & Career Services of Atlanta (JF&CS) is seeking a relationship-driven, community-oriented **Development Officer** to help grow our base of major donors, corporate partners, and future supporters. With a 125-year history of supporting individuals and families of all faiths, JF&CS is a trusted community resource.

The north star for this role is simple: build relationships that lead to meaningful giving. This includes expanding our Judith N. Cohen Society (major donors giving \$10,000+), strengthening our pipeline of future donors, and deepening connections across Atlanta's corporate and philanthropic community.

The Role at a Glance

- Reports to Director of Development
- Manages a portfolio of major donors and prospects
- Key contributor to Annual Campaign and Special Events revenue
- Highly external, community-facing role with a strong focus on building new relationships and growing major donor support

This is not a sit-behind-your-desk fundraising role. Some days you'll be meeting with donors, attending events, or making introductions across Atlanta. Other days you'll be following up, planning outreach, or coordinating internally to move opportunities forward.

What You'll Be Responsible For:

Major Donor Growth & Relationship Management

- Manage and grow a portfolio of donors and prospects with capacity to give at the \$10,000+ level
- Expand and strengthen the Judith N. Cohen Society year over year
- Identify, qualify, and cultivate new major donor prospects
- Lead donor meetings, make asks, and close gifts

- Drive measurable growth in both the number of major donors and total dollars raised year over year
- Partner with CAO and Director of Development to set strategy and track progress

Legacy Giving (Life & Legacy)

- Introduce and grow legacy giving opportunities with donors
- Build a pipeline of future planned gifts through long-term relationship building

Corporate Partnerships & Engagement

- Develop relationships with corporate partners across Atlanta
- Secure sponsorships for events and campaigns
- Partner with internal teams to create meaningful volunteer opportunities for companies
- Ensure corporate partners feel connected, valued, and recognized

Stewardship & Donor Experience

- Build authentic, long-term relationships with donors
- Create thoughtful and personal touchpoints that go beyond transactions
- Partner with internal teams to design events and experiences that deepen donor engagement
- Ensure donors feel seen, appreciated, and connected to impact

Requirements

You are:

- Outgoing, relationship-driven, and comfortable meeting new people
- Curious and proactive, always looking to connect dots and open doors
- Organized and accountable, with strong follow-through
- Motivated by goals and energized by growth
- Energized by being out in the community more than sitting behind a desk
- Deeply aligned with the JF&CS mission and community impact

You have:

- Strong interpersonal and communication skills
- The ability to build trust and comfortably ask for support
- Experience managing multiple relationships and priorities at once
- Strong writing and follow-up skills
- Familiarity with donor databases (Raiser's Edge/NXT a plus)

You bring:

- 5-7 years of experience in fundraising, sales, business development, or relationship management
- A track record of building relationships that lead to meaningful outcomes
- Interest in and comfort engaging with the Jewish community
- College degree required
- Flexibility for occasional evenings or weekends

Why JF&CS?

At JF&CS, development is about relationships, trust, and community, not just transactions. You'll be part of a team that is deeply committed to the people we serve, with the opportunity to build meaningful connections across Atlanta and play a direct role in growing the impact of the organization.

What We Offer:

- Up to 20 days of paid time off (PTO) annually, prorated in the first year
- Paid holidays
- Comprehensive Health, Vision, and Dental insurance
- 401(k) with employer matching
- Paid parental leave

Equal Opportunity Employer Statement JF&CS is an equal opportunity employer, committed to providing a workplace free from harassment and discrimination. We embrace our employees' unique qualities, which fuel interest, innovation, and business success. As an EEO employer, JF&CS will engage in interactive dialogue regarding any accommodation requested based on medical or religious considerations.

Experienced fundraisers: if you got into development for the relationships and the mission — not the spreadsheets — this one's for you. If interested, Apply here [👉 Jewish Family & Career Services Inc. - Development Officer](#)