



The Sixth Point is an independent, non-denominational Jewish community in Atlanta for adults in their 20s and 30s. Founded in 2013, we are a grassroots startup seeking a part-time Executive Director who would report directly to the Board of Directors.

**MAIN RESPONSIBILITIES:**

- Organization operations and administration
- Fundraising
- Community engagement and relationship-building
- Strategy and planning
- Oversee Program Director and support his/her duties as needed

**QUALIFICATIONS:**

- Minimum of bachelor's degree
- 3-5 years of management experience, nonprofit preferred
- Proven record of closing gifts, donor cultivation and relationship building, grant writing, solicitation and stewardship
- Experience in event planning and budget management
- Strong oral, written, and interpersonal communication skills
- Ability to work independently
- Demonstrated public speaking ability
- Knowledge and passion for pluralistic Judaism, Jewish culture, and Jewish traditions preferred
- Experience with database management preferred

**SPECIFIC JOB DUTIES:**

- Responsible for all administration and operations of small non-profit startup.
- Work closely with the Board of Directors, President of the Board, two permanent committees (fundraising and engagement) attending monthly Board meetings and committee meetings.
- Oversee fundraising efforts, including donor acquisition and cultivation as well as grant writing. Work with Board of Directors and fundraising committee to develop and implement fundraising strategy and increase revenue, developing the resources necessary to fulfill The Sixth Point's mission into the future.
- Work with Program Director to make sure events align with organization's mission and goals and attend events to build relationships with constituents.
- Cultivate one-on-one relationships with constituents and work with engagement committee to promote peer-to-peer relationship-building.
- Work with the Board on strategic planning and implementation.
- Manage finances and operate within approved budget. Prepare monthly budget updates for Board meetings.
- Represent The Sixth Point to the Atlanta Jewish community and community at large. Establish and maintain relationships with other professionals and relevant organizations.
- Database management using Little Green Light. Manage fundraising campaigns and donor acknowledgment within the LGL database.
- Other duties as assigned by the Board of Directors.

This is a part-time position. We estimate that it will require 15-20 hours of work per week, though the hours may vary from week to week. It is a salaried, not hourly, position, with a possibility of transitioning to full-time in the future. Hours are flexible and the position offers the ability to work from home. Some nights and weekends are required for events and board/committee meetings. Salary commensurate with experience.

Interested candidates should submit a cover letter and resume to Marcus Brodzki at [marcus.brodzki@thesixthpoint.org](mailto:marcus.brodzki@thesixthpoint.org).