



JEWISH **FAMILY** SERVICE

Jewish Family Service is a 130-year-old non-profit organization providing social services to individuals and families in the Jewish and greater communities of the Puget Sound region. We help people achieve well-being, health and stability. For more information about JFS, please visit www.jfsseattle.org.

Jewish Family Service seeks a **Marketing & Communications Manager** to join our Marketing and Communications (M&C) team. This full time (37.5 hours/week) position is responsible for planning and executing marketing and communications projects with the Director of Marketing & Communications, the Marketing & Communications Coordinator and the Web Developer/Graphic Designer. This position meets regularly with program directors and other staff regarding marketing needs; works with donors, volunteers, vendors and Jewish communal organizations as needed, and manages all electronic and print communications. This is an excellent opportunity to join a well-respected, established human services agency rooted in Jewish values that prioritizes integrity, dignity, and community. You would be joining a supportive, close-knit group committed to collaboration, creating a better world, and having fun in the process! The position will work a hybrid schedule from the Capitol Hill office as well as from home.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborates extensively with Data Services team and Donor Relations (DRT) team.
- Proofs monthly newsletters and CEO community-wide letters, contributing input about direction and content.
- Plans, writes, and executes digital and direct mail appeals and solicitations, working in tandem with development team colleagues.
- Plans and executes annual Community of Caring Luncheon (largest fundraising event) marketing and communications, social media, client video stories, day-of script and other event projects.
- Works closely with Director and team to plan, edit, and produce recurring materials, including JFS Matters, Report to the Community, Year in Review, and donor updates.
- Creates, develops and executes high-impact social media campaigns that raise awareness, increase engagement and support fundraising and participation goals; tracks key metrics for digital marketing.
- Manages, tracks and archives all collateral, promotional materials and press using Asana
- Serves as main liaison for the M&C team, communicating and collaborating extensively with Data Services, Donor Relations, and program staff on all external marketing and communications.
- Serves as primary point person for JFS vendors and maintains strong relationships with them. These relationships include a video production team, a print and mailing house, a graphic design firm, and a consulting communications agency.
- Manages a high volume of internal stakeholder relationships across the agency and work closely with M&C Coordinator to anticipate, respond to, and prioritize program requests accordingly.
- Supports the Director with development and execution of public relations and media strategies, including drafting press releases, fact sheets, and more.
- Produces comprehensive marketing campaigns for events and program offerings.
- Acts as coach and editor for guest content contributors to the JFS blog, including program staff, volunteers and community partners.
- Creates materials and messaging that build awareness about JFS services and enhance outreach to potential clients.
- Perform other duties as assigned.



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QUALIFICATIONS

- Bachelor's degree; combination of relevant professional experience and Associate's degree may be considered in lieu of Bachelor's degree.
- Minimum 5 years professional experience in marketing, communications, public relations or journalism.
- Excellent written, verbal skills with ability to manage multiple stakeholders and projects in a fast-paced environment.
- Strong editing and proofreading skills required with ability to think creatively and flexibly.
- Outstanding project management with attention to detail and strong organizational skills.
- Experience with social media platform management and content strategy and familiarity with creating content for SEO preferred.
- Highly collaborative with demonstrated customer service skills with ability to develop strong relationships with staff, donors, clients, vendors and community partners.
- Experience with ethical storytelling for multiple platforms and audiences a plus.
- Excellent computer skills with proficiency in Microsoft Office Suite and experience with project management software, Asana preferred.
- Strong proficiency with social media platforms including Instagram, Facebook, Twitter and LinkedIn and posting software and knowledge of MailChimp or other e-marketing tools and CMS platforms like WordPress.
- Familiarity with and knowledge of the Jewish community and culture (or willingness to learn).

SALARY AND BENEFITS:

- The starting salary for this position is \$74,151 to \$82,390.
- Jewish Family Service offers a comprehensive benefits package including:
 - 100% employer-paid premiums for employee medical, dental, life insurance, long-term disability, and employee assistance program.
 - 15 annual vacation days increasing to 20 after 2 years, and generous paid sick time.
 - Paid Federal and Jewish holidays.
 - 5% employer contribution to 401k retirement plan (no employee contribution required).
 - Additional benefits include: vision coverage and FSA enrollment.
 - JFS values and provides opportunities for continued growth and learning for all team members.

Jewish Family Service offers an excellent work environment, competitive wages and a generous benefits package.

If you are interested in joining our team visit our career page: <https://www.jfsseattle.org/careers/>

No phone calls please

EEO/Disabled/Vets