Position: Community Manager
Project: SRE Network
Status: Exempt
Location: Remote (United States)
Full time or part time: Full time (38 hours)
Compensation: $70,000-$85,000 plus benefits

Summary: The SRE Network works to ensure safe, respectful and equitable Jewish workplaces and communal spaces by advancing gender equity and addressing sexual harassment, sexism and gender discrimination. The ethical standards of Jewish tradition call upon each of us to work towards a more just and equitable world. To that end, SRE brings together organizations, funders, individuals and experts to help create lasting, systemic change. The role of SRE is to serve as a catalyst and resource to support, coordinate and amplify change in individual Jewish organizations and communal spaces, as well as to accelerate a broader cultural shift. SRE is currently a fiscally sponsored project of New Venture Fund (NVF) and is led by an Executive Director, supported by a team of consultants, and overseen by an Advisory Board of communal leaders. Today, SRE is at an exciting inflection point as it moves from start-up mode and begins to optimize its governance, organizing and programming structures. As such, SRE is seeking a Community Manager to support rapid network growth and deepen member engagement. The SRE Network strongly encourages applicants with lived experiences in the areas of safety, respect equity, Black, indigenous, people of color, LGBTQ-identifying, and people of all genders to apply.

Responsibilities:
The Community Manager will be responsible for visibly engaging members via in person and remote convenings, SRE communications and social media platforms, while also managing behind the scenes responsibilities related to network growth and management. The Community Manager will work closely with the SRE Executive Director, Senior Advisor of Research & Learning, Executive & Operations Assistant, consultants, and SRE Advisory Board to share best practices, develop standard operating procedures and develop and execute SRE’s community strategy consistently across all platforms, to ensure that members have a seamless and coordinated experience.

Engagement:
- Manage both existing and emerging SRE community engagement strategies (e.g., annual convening, quarterly advisory board meetings and annual retreat, grantee/practitioner learning communities, regional trainings/public education engagements).
- Plan, design and execute high quality SRE programming, including helping to place and book SRE staff and consultants to speak at member events, manage event contracts and develop and provide collateral material.
- Develop and implement SRE policies for members; articulate SRE policies and value add to prospective members.
- Support both online and in person learning opportunities, events and convenings for SRE staff, advisory board, members, grantees, and community partners.

Member Stewardship
- Serve as primary point of contact for new member recruitment and intake.
- Liaise between grantees and SRE staff as needed.
• Serve as primary point of contact for existing and prospect member inquiries about available SRE resources and how to integrate SRE into their organizations.
• Develop an understanding of members’ diverse interests and viewpoints.
• Develop effective communication pathways.
• Build relationships with key members and influencers.
• Handle sensitive issues with respect, discretion and integrity.
• Cultivate internal super users.
• Manage programmatic and logistics issues.

Communications:
• Manage and implement SRE communications strategies, working with SRE staff and consultants to communicate effectively to members and the wider community through SRE website, e-communications, and social media platforms. Manage SRE online resources, including managing and updating SRE event calendars to feature speaking engagements and programming.
• Communicate to members changes and updates to policies, procedures, and resources.
• Identify opportunities to lift up the stories and activities of SRE membership, communities, funders and other stakeholders for educational, visibility and leveraging purposes.
• Partner with SRE staff to develop internal and external feedback mechanisms and establish benchmarks to track effectiveness.

Supervisory Responsibilities
N/A

Profile of Candidate
• You thrive in a dynamic, entrepreneurial, and fast-paced environment.
• You are energized by connecting and developing rapport with a wide range of individuals with diverse backgrounds and roles.
• You enjoy cultivating strong relationships of mutual respect.
• You are an effective communicator, both in written and verbal communications, able to produce high-quality, accurate work in a day-to-day of multiple, competing and evolving deadlines and priorities.
• You are an experienced event planner.
• You are detail orientated with a project management focus.
• You enjoy both working in a team and independently.
• You are comfortable taking initiative to communicate your needs for additional guidance, information and supports to be effective.
• You are comfortable working in a remote environment in which colleagues work across locations and time zones and technology is used heavily for communications and project management.
• You enjoy using technology platforms like twitter, Facebook, LinkedIn to foster community.
• You have a passion for the mission of the SRE Network.
• You value integrity, credibility, and humility.

Qualifications (Desired)
Prior experience in nonprofit sector, membership organization, and/or customer service role.

Prior experience in communications and social media strategy.

Knowledge and/or experience in the organized Jewish community.

Training in Diversity, Equity and Inclusion

Familiarity with frameworks, strategies and tactics of community-building, accountability, and member activation.

**Essential Physical Tasks:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular sitting, standing, typing, and repetitive computer use. Occasional walking, standing, climbing, stooping, bending, pushing, pulling, lifting, kneeling, and twisting. Frequently communicates with others and must be able to exchange accurate information.

**Applicants with Disabilities:** Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

**Compensation:** A competitive compensation package will be made available to the qualified candidate with an annual salary range of $70,000-$85,000 and comprehensive benefits.

**About New Venture Fund:** Safety, Respect, Equity Network is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**Instructions To Apply:** Interested candidates are invited to submit a 1-2 page cover letter outlining your interest in the role, along with an updated resume to jobs@safetyrespectequity.org. Judy Weinstein, JRW & Associates will be managing the search along with the SRE team.

Please submit your material as one PDF attachment, save as FirstLastSRE.pdf and submit via email with the subject line: Full Name re SRE Community Manager