

Position: Communications 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

Deadline to Submit: December 7, 2020

Summary: The SRE Network is a Jewish network of over 125 organizations committed to creating safe, respectful, equitable workplaces and communal spaces in North America. We are: Member-driven (reflecting the diversity of identities and needs of our membership through our composition, programming and resources), Movement-builders (a network that serves as a catalyst for building the kind of long-term movement needed to create a safe, respectful and equitable Jewish community and larger society) and Multipliers (a network that, through its thoughtful and innovative grantmaking and the power of its membership, is able to multiply the impact of its community investment). We carry out our work through an intersectional lens of gender justice in the areas of community-building, research & learning, and strategic community investments.

SRE Network launched in early 2018 and its inaugural Executive Director joined in November 2019. It currently operates as a fiscally sponsored project of New Venture Fund, and is supported by an Advisory Board of communal leaders and over a dozen Jewish philanthropists and foundations. 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. SRE is seeking a **Communications Manager** to manage internal and external communications.

Responsibilities:

Reporting to the Director of Operations and Strategy, and working closely with the Community Manager and other SRE roles, the Communications Manager will be responsible for shaping and sharing the narrative of our work and will manage the internal and external communications to engage our various audiences and stakeholders. If you enjoy storytelling through a lens of gender justice and using narrative to advance impact, then this is a great role for you.

Essential Responsibilities and Functions

- Devise and execute a comprehensive communications strategy focusing on the narrative of the SRE Network and the organizations it supports.
- Create and curate compelling stories of our work through a lens of gender equity.
- Manage our streams of storytelling through blog posts, newsletters, social media, emerging platforms, and more.
- Create graphics, invitations, ads, video clips, etc. for digital engagement.
- Develop and publish content across social media and the web that clearly articulates the Network's mission and vision, as well as highlights the work of mission-aligned grantees.
- Manage and organize digital media assets on our storage platform.
- Maintain, monitor and regularly update the Network's website and social media.
- Establish procedures for the Network to monitor and engage in relevant online conversations with stakeholders, partners, and the general public.

- Manage event calendars across SRE Platforms, and work with SRE Staff to promote events and featured talks.
- Provide communications support to staff and stakeholders on use of digital media when needed.
- Connect with media outlets to maintain contact with various publications.

Supervisory Responsibilities

- N/A

Profile of Candidate

- You have a minimum of 3 years of communications experience with a fluency in social media platforms, content production and industry language.
- You have demonstrated competency in digital media tools Microsoft Office and Adobe Creative Suite, or similar programs with a strong eye for visual design.
- You are energized by connecting and developing rapport with a wide range of individuals with diverse backgrounds and roles.
- You are a creative thinker that can translate big, complex ideas into creative and inspiring content.
- You are an effective communicator, both in written and verbal communications, able to synthesize complex concepts and make them accessible for diverse audiences and contexts; and able to shape authentic narratives and storytelling.
- You have a strong learning orientation, with an ability to transparently course correct and pivot.
- You are comfortable taking initiative to communicate your needs for additional guidance, information and supports to be effective.
- You enjoy cultivating strong relationships of mutual respect.
- You effectively juggle both short- and long-term projects, goals and strategies.
- You are highly adaptive to a flexible and fast-paced startup environment with a collaborative group of colleagues - staff, consultants and constituents - working in a remote environment across locations and time zones, where technology is used heavily for communications and project management.
- You have a passion for the mission of the SRE Network.
- You value integrity, credibility, and humility.

Qualifications (Desired)

- You have successful prior communications experience in a nonprofit, social justice campaign or foundation setting.
- Experience working in gender equity and justice.
- Knowledge and/or experience in the organized Jewish community.
- 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.

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