



JEWISH FUNDS
FOR JUSTICE

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website: www.jewishjustice.org blog: www.jspot.org

POSITION AVAILABLE:

Director of Communications

ABOUT JEWISH FUNDS FOR JUSTICE:

The Jewish Funds for Justice is a national public foundation guided by Jewish history and tradition. JFSJ helps people in the United States achieve social and economic security and opportunity by investing in healthy neighborhoods, vibrant Jewish communities, and skillful leaders. Our holistic approach to social change includes grantmaking and loans, service learning, leadership development, organizing, education, and advocacy. We are a rapidly growing, entrepreneurial organization seeking to hire someone who shares our values and enjoys a fast-paced, friendly, collaborative and ambitious work environment.

POSITION SUMMARY:

The Director of Communications will be responsible for the day-to-day operations of the Communications Department. This will include increasing JFSJ's earned media presence, contributing and helping to edit jspot.org – our blog and action center, and running the JFSJ speaker's bureau. Applicants should be comfortable working in an environment that is fast-paced but which also values personal development and work-life balance.

QUALIFICATIONS:

Requirements include a bachelor's degree and a minimum of 5 years working in communications and/or journalism. Applicant must demonstrate strong writing skills in various mediums. We are looking for someone with an appreciation for and an understanding of the work of the social justice field. Experience in or familiarity with the Jewish nonprofit world is a plus. Position reports to Mik Moore, currently the Director of Communications & Public Policy. Jewish Funds for Justice is an equal opportunity employer that values diversity on its staff.

RESPONSIBILITIES:

- Help program directors promote their programs in press
- Run JFSJ Speaker's Bureau
- Outreach to media (including regular press releases)
- Maintain message calendar & "clip book"
- Help edit and contribute to jspot.org, our blog

SALARY: Commensurate with experience. We offer a generous benefits package.

HOW TO APPLY: Please send a short cover letter, two writing samples, and your resume to: jobs@jewishjustice.org with the position title in the subject line. We will not respond to all applicants. Only applicants considered for the position will be contacted to interview. We will review applicants on a rolling basis until the position is filled.