

Communications and Digital Director

The Jewish Democratic Council of America (JDCA) is seeking an experienced, committed, and dynamic Communications and Digital Director to develop and execute communications strategies, produce high-level digital content, and more. The person in this role will lead JDCA's Communications Team, managing JDCA's day-to-day communications, press releases, ads, and other major announcements.

The Communications and Digital Director will draft and/or supervise the drafting of press releases, emails, talking points, speeches, op-eds, social media posts, and other written and creative materials. This person will also develop and supervise the development of high-level multimedia content for social media platforms like Instagram, Facebook, and TikTok. Applicants for this role must be detail-oriented and an excellent writer and editor, possess strong communication and management skills, and have political communications experience.

The Communications and Digital Director will report directly to JDCA's Chief of Staff. We are looking to hire as soon as possible for work full time. This role is based in Washington, D.C. with flexibility for remote work.

Responsibilities include, but are not limited to:

- Managing the press secretary, communications managers, associates, and interns.
- Developing and implementing daily and long-term messaging strategies.
- Producing high-level multimedia content, including graphics and videos.
- Communicating with directors of other JDCA departments, as well as JDCA's affiliate organizations, to ensure their priorities and expertise are included in our day-to-day communications.
- Working with JDCA Board members and the Communications Committee to conduct message testing and strategy on JDCA political ads and communications strategies.
- Helping to manage JDCA's social media accounts and those of our affiliated organizations, ensuring their growth and regularly posting high-level content.
- Developing and executing unique social media strategies for different platforms, including Twitter, Instagram, and TikTok.
- Coordinating with the Chief of Staff to manage projects and additional staff work, including, but not limited to, drafting statements, emails, and creative materials.
- Leading regular strategy meetings with Communications staff and senior leadership.
- Analyzing social media and email performance and providing regular reports to the Communications team and members of the senior staff on results, insights and recommendations.
- Supporting completion of all other day-to-day administrative functions for the Communications team with other staff, including, but not limited to, updating and improving the JDCA website, editing and uploading videos, and sending JDCA emails and performing similar duties for affiliates of JDCA, as needed.

Experience and Qualifications

- Self-starter and creative problem solver with strong organizational, interpersonal, and communication skills.
- Excellent writer and editor.
- Superior time-management, presentation and communication skills, attention to details, and multi-tasking abilities.
- 5+ years of communications experience preferred.
- Demonstrated success building partnerships and relationships with members of the press.
- Knowledge of standard press outreach strategies and platforms, including Cision.
- Experience working with digital platforms such as WordPress websites, Canva, Photoshop and/or Illustrator, video editing softwares, and other resources for content creation.
- Experience working in a fast-paced environment with a dynamic portfolio of responsibilities and managing multiple projects and deadlines simultaneously.
- Experience working with and managing relationships among multiple stakeholders, including a Board of Directors and intergenerational volunteers and staff.
- Commitment to Jewish and Democratic values.

This role offers great opportunities for growth and mobility within the organization. Salary commensurate with applicant's qualifications, ranging from \$65,000-\$75,000. JDCA provides generous benefits including paid time off, health/vision/dental insurance, and an employee-matched simple IRA. JDCA fosters a collaborative, warm and welcoming culture.

JDCA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because they are a protected veteran.

To apply for this position, please send your resume and cover letter to info@jewishdems.org and include Communications and Digital Director in the subject line.