



Position: Communications Specialist
Reports to: SVP, External Affairs
FLSA Classification: Exempt
Department: Financial Resource Division (FRD)/External Affairs
Full/Part Time: Full-time

Organization Summary:

Jewish Federation of Palm Beach County is a 501(c)3 nonprofit organization dedicated to transforming, inspiring and saving lives in the Palm Beaches and 70 countries around the world. Each year, Jewish Federation inspires thousands of community members to contribute, volunteer and participate in programs that generate more than \$30 million to leading a powerful impact in the community.

Position Summary:

The Communications Specialist participates in a broad range of communications activities that supports Federation’s mission and advances our Financial Resource Development strategic plan and objectives. This professional consults with colleagues and lay leaders to develop and implement diverse communications projects in collaboration with Marketing, Development Services and FRD teams.

Essential Duties and Responsibilities:

- Research, write, fact check, edit, and proofread written communications for programs and events including print collateral, outreach communications, web/digital content, event invitations, leadership updates and remarks.
- Develop compelling and persuasive fundraising appeals, acknowledgements and donor stewardship copywriting deployed through direct mail, email, telemarketing, and various digital channels.
- Utilize communications expertise to implement short, succinct, compelling work product that reflects the personality of the organization and leverages impact data, program and partner information, and donor and beneficiary stories.
- Obtain content for writing assignments through consistent interaction with colleagues and lay leaders as well as partner organizations, synagogues, and other constituencies, and translate it into clear, brief, and powerful messaging that resonates with target audiences.
- Work closely with marketing communications and design teams to maintain and continually reinforce Federation’s messaging, brand, and voice.
- Work closely with the CEO, CDO and other senior managers to produce custom communications as needed.
- Adapt messaging across multiple platforms, including print, online and video, as well as advertising copy, email blasts, marketing collateral and social media platforms.
- Interpret project request documents to understand requirements and collaborate with designers, project coordinator & other professionals on marketing projects.
- Support a commitment to customer service, helping to uphold reputation of External Affairs department as a problem solver, strategic thinker and collaborative partner.
- Other duties as assigned.

Qualifications and Success Factors:

- Bachelor’s degree in English, Marketing, Communications or related required.
- Three years’ experience writing sales/marketing copy for an advertising agency, non-profit or in a corporate setting.
- Outstanding written and oral communications skills; editing and proofreading a must.
- Excellent time management skills to handle multiple priorities while keeping the team informed



- Strong organizational skills required.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Strong knowledge of AP writing-style.
- Ability to blend technical writing skills with a familial, conversational tone, voice, and personality and to adapt writing style to target audience.
- Ability to thrive in a highly matrixed, fast-paced, team-oriented work environment while comfortable working independently as needed.
- Ability to adapt quickly to changing priorities and operate effectively in a culture of rapid change and tight deadlines.
- Ability to think strategically, solve problems, use sound judgement, and make decisions and recommendations.
- Ability to infuse Jewish culture, values, traditions, and history, particularly relating to Israel, into his/her work.
- Desire to contribute in a meaningful way to a growing and thriving non-profit business.
- Must be able to pass Level 1 background check.

Work Environment:

Position is eligible to work from home ***occasionally*** in accordance with Federation policies. When working from home, employee must:

- Follow all Federation policies and procedures,
- Be available to other employees during Federation's normal business hours,
- Not work from a public place (e.g. coffee shop, library, etc.) and/or join a public, unsecure wi-fi network when working with sensitive or confidential information,
- Coordinate with IT department to maintain appropriate computer equipment and connectivity.

The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will, and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

To apply online, please visit our career's [page](#). Or email your resume and cover letter to: HRrsvp@jewishpalmbeach.org.

NO CALLS, PLEASE.