



Manager, External Affairs

Overview and History:

The Jewish Federation of Palm Beach County (JFPBC) 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, JFPBC inspires thousands of community members to contribute, volunteer and participate in programs that generate more than \$55 million creating powerful impact in the community. Working every day to improve the lives of Jewish people, JFPBC funds 13 agencies and programs in the Palm Beaches and around the world to strengthen the social service network for all, to build a strong and inclusive Jewish community and to provide help to those struggling through adversity.

JFPBC seeks a Manager, External Affairs who will participate in a broad range of communications activities to support Federation's mission and advance our Financial Resource Development strategic plan and objectives. The manager plays a key role supporting the SVP, External Affairs with project management, content creation, and coordination of key initiatives. The manager oversees activities crucial to the organization's external relations efforts, including writing content and managing projects. Special project support on strategic initiatives is also part of the responsibilities including but not limited to communications strategy and operations for the Palm Beach Israel Business Alliance, Corporate Members Program, and Palm Beach Center to Combat Antisemitism & Hatred Communications and others.

Example Essential Duties and Responsibilities:

- Collaborates with colleagues and lay leaders to conceive and execute a range of dynamic communication projects. This involves shaping project strategy, creating impactful content, managing project milestones/timelines, and tracking budgets to ensure successful implementation.
- Drafts and edits persuasive content for a variety of platforms, including marketing collateral, event materials, communications, stewardship communications, and management presentations and reports, emphasizing the significance of key strategic initiatives and showcasing their impact.
- Conducts ongoing analysis of project progress, identifying challenges, implementing effective solutions, and providing regular updates on project status and outcomes.
- Offers comprehensive support for the efficient management of the Palm Beach Israel Business Alliance, encompassing meeting coordination, advisory member relations, and operational tasks.
- Evaluates the impact of the Corporate Member program, tracking relevant metrics, and compiling comprehensive reports to communicate and showcase its success.
- Creates and implements communications and updates for corporate members, fostering awareness about Federation activities and fostering alignment with their interests and objectives.

Compensation and Benefits:

In addition to a competitive salary, JFPBC currently offers the following benefits:

- Portion of medical & dental premiums are Federation-paid.
- 100% of vision premiums are Federation-paid.
- Federation contributions toward HSA accounts.
- Federation-paid Life/AD&D policy.
- Federation-paid long-term disability (LTD) insurance.
- Medical and dependent-care Flexible Spending Accounts (FSA).
- Hybrid work schedule.
- Professional development and training opportunities.
- Paid vacation and sick leave.
- Generous paid holiday schedule.

Position Summary

Posted: December 2023

FLSA Designation: Exempt

Full/Part-Time: Full-time

Qualifications and Success Factors:

- Bachelor's degree required or better preferred.
- Three (3) or more years' experience in communications or marketing or sales project management role(s) or equivalent combination of relevant education, experience and skills required.
- Excellent written and verbal communication skills.
- Strong organizational skills with meticulous attention to detail.
- Knowledge of Israel-related initiatives, corporate philanthropy, and communications strategy is advantageous.
- Proficiency developing and maintaining relationships with diverse stakeholders.
- Analytical mindset with the ability to derive insights from data.
- Creative thinker with the ability to contribute innovative ideas to enhance programs.
- Self-motivated and able to work both independently and collaboratively.
- Ability to adapt quickly to changing priorities and operate effectively in a culture of rapid change.
- Must be able to work off-shift hours including nights and weekends, as needed.

Apply online via JFPBC's [Career's page](#), or email resume and cover letter to:

HRrsvp@jewishpalmbeach.org

JFPBC strongly encourages applications from individuals with varied identities and backgrounds. As an equal opportunity employer, all individuals are encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, financial status, or any other class protected under federal, state, or local laws.