Position: Project Manager, Marketing & Communications
Department: Marketing & Communications
Organization: Jewish Community Foundation of Los Angeles

Position Summary
With assets of more than $1 billion, over 1,300 donor families, $128 million in grants last year and a 65-year history of strength and stability, the Jewish Community Foundation of Los Angeles is a respected leader among the top 10 foundations in Los Angeles. Its Center for Designed Philanthropy works closely with donors to magnify the impact of their giving. The Project Manager, Marketing & Communications, is a tech-savvy member of the team tasked with helping to enhance The Foundation’s brand identity, attract new donors, and promote the good work of donors and Foundation grantees. Core responsibilities include co-managing The Foundation’s website; creating and editing newsletters and collateral materials; and communicating The Foundation’s story in a compelling fashion. This position is also responsible for serving as project manager for numerous marketing initiatives targeting multiple audiences and ensuring deliverables are met on time and within budget. The position reports to the Marketing & Communications Manager.

Position Responsibilities

Collateral Development
- Serve as senior editor and photo editor of Legacy magazine. Write, edit, and produce “Design and Impact News,” a section of Legacy magazine.
- Write, edit, and produce the Center Bulletin, highlighting effective giving opportunities
- Coordinate and monitor grantee compliance with Foundation branding
- Manage vendors including graphic designers, freelance copywriters, photographers, printers, and mailing house

Website and E-communications
- Write, produce, and distribute a wide variety of e-communications targeting multiple audiences
- Lead website task force to maintain dynamic and current content on site; write and edit copy; update content when needed
- Gather data and report on website and e-communications quarterly analytics

Administrative
- Create planning calendars and coordinate Marketing Department meetings
- Process invoices and track budget
- Coordinate data list requests with data manager for e-communications and mailings
- Respond to info inbox inquiries from general public

Additional Responsibilities
- Assist with social media marketing efforts
- Support and attend events (virtual and in-person), produce invitations and coordinate mailings
- Support special projects including occasional PowerPoint presentations, article reprints, and others as needed

Required Qualifications
- Bachelor’s degree in marketing, communications, journalism, liberal arts or related field preferred
• Superior writing, editing, communication, and presentation skills, as well as strong organizational skills, strategic thinking ability, and creative problem-solving skills
• Ability to effectively manage vendors and consultants
• A keen eye for design; experience managing graphic design projects and working in Adobe Creative Cloud a plus
• Minimum combined 5 years' experience in marketing / communications / media / PR
• Proficiency in using content management systems, for example, Drupal
• Passion for philanthropy and grantmaking
• Ability to collaborate effectively with colleagues, senior level executives, and high-level donors in a high-volume, fast-paced, and deadline-driven environment

Apply by submitting your resume, cover letter, and salary requirements to jobs@jewishfoundationla.org with the job title in the subject line. No phone calls or third-party submissions. It is The Foundation's policy to provide equal employment opportunity for all applicants and employees.