



## DIRECTOR OF COMMUNICATIONS

### COMPENSATION AND BENEFITS

- Part-time, 20 hours per week
- Annual Base pay salary: \$50,000
- 26 days of paid time off (PTO) including holiday, vacation, health leave, and personal days
- Annual cost of living raise of \$1,000 on January 1
- Annual longevity raise of \$1,000 on your work anniversary
- Up to \$8,300 through the Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) and Flexible Savings Account (FSA) to reimburse for health insurance premiums and medical expenses.
- Dental, Vision, and Life Insurance
- An employer contribution of 2% of salary to a SIMPLE IRA
- Other benefits include employer paid: professional development opportunities, wellness stipend, phone plan, year-end bonus, and six week sabbatical after five years of employment.

### JOB OVERVIEW

The Tzedek Social Justice Fund (Tzedek) is looking for a Director of Communications who is passionate about dismantling oppressive systems, has a compelling writing style and is a whiz at graphic design/social media management to join our small but mighty team! The position is based in Asheville, North Carolina.

The Director of Communications is responsible for creating and implementing a comprehensive communications strategy in alignment with Tzedek's [vision, mission, and grounding values+practices](#) and resonant with our emerging [analysis of social justice philanthropy](#).

This position will work closely with the Executive Director to tell Tzedek's story via social media, blog posts and other external communications.

## **WHO WE ARE**

The Tzedek Social Justice Fund redistributes money, resources, and power to support systems change and community healing in Asheville, North Carolina. Through adaptive, trust-based philanthropy, we resist oppressive systems and work to transform our collective home into a place where everyone flourishes. The Fund's vision is rooted in Jewish social justice values, including equitable giving (Tzedakah), repairing the world (Tikkun Olam), and leadership (Hanhagah). We have been supporting and promoting the social justice work of leading progressive organizations since the late 1980's.

## **AREAS OF RESPONSIBILITY**

### *Communications 75%*

- Creates a comprehensive communications strategy for Tzedek, in consultation with the Executive Director
- Tells Tzedek's story via social media, blog posts and other external communications
- Develops a consistent, values-aligned communications voice stance and ensures all public-facing documents are in alignment with that voice
- Produces written content including, but not limited to blog posts, op-eds, website content, and other content written for internal and external audiences.
- Communicates organizational learning in the service of maintaining relationships and organizational alignment.
- Updates organizational language and documents, as needed, to reflect relevant and appropriate language used by grassroots and movement organizations that we follow
- Manages transparent, consistent, coordinated strategic communication between Tzedek and community partners.
- Crafts annual report to guide storytelling about our organizational work, grantees, and the landscape of social justice work.
- Ensures Language Justice principles are incorporated into all communications

### *Social Media Management/Graphic Design 15%*

- Ensures a consistent branded presence on all external communications
- Manages Tzedek's social media platforms (Facebook, Instagram, LinkedIn)
- Designs and distributes social media graphics using tools such as Canva.
- Updates Wordpress-based website as needed

### *Events Production and Promotion 10%*

- Coordinates the outreach processes for Tzedek's grantmaking programs and offerings
- Coordinates the production of engagement-related events (webinars, information sessions, content launches, etc)

### *Additional Responsibilities 5%*

- Report and communicate important work, decisions or updates impacting staff at regularly-scheduled meetings.
- Continue to challenge self and grow on issues of equity and privilege, resulting in improved professional and personal impact.
- Contributes with colleagues in establishing Tzedek's infrastructure of anti-oppressive and transparent systems.
- Participate in ongoing social justice trainings. Transmit learning and professional development opportunities to the entire team through staff meetings.
- Track expenses by keeping receipts and putting together monthly expense reports.
- Stay informed on best practices in social justice and trust-based philanthropy (readings, webinars, conferences as able)
- Collaborate on strategic planning and implement the vision, mission, goals and values of Tzedek.
- Assist with keeping the office maintained and tidy as needed.
- Support the work of local grantees through attendance at local events, fundraisers, etc. as available.
- Represent Tzedek in the community in ways that align with our values.

## **ESSENTIAL SKILLS & EXPERIENCE**

- At least 1 year of formal or informal communications experience
- A compelling writing style that incorporates language and concepts from current grassroots movements in racial justice, LGBTQ+ and combatting antisemitism
- A keen eye for detail and an entrepreneurial spirit
- Experience using Wordpress and Canva (or alternate graphic design software)
- Deep knowledge and understanding of the concepts, analysis, and terminology related to structural oppression and movement building
- A personal and professional commitment to the Tzedek's [vision](#), [mission](#), [focal](#)

[areas, and values+practices](#)

- Ability to work independently and be proactive in building processes
- Experience working with nonprofit organizations, and/or grassroots movements is preferred
- Expertise gained from directly navigating systems of injustice and systemic oppression in Jewish, Black, Indigenous, and People of Color, and/or LGBTQ communities is preferred

## **HOW TO APPLY**

We'd like to get to know you! Please send a cover letter, resume, writing sample (2 pages maximum), and a sample of your graphic design work to [marsha@tzedeksocialjusticefund.org](mailto:marsha@tzedeksocialjusticefund.org). Applications will be reviewed on a rolling basis until the position is filled. All applicants will receive a response within 7 business days. The tentative start date for this position is Feb 10, 2022.

## **NON-DISCRIMINATION POLICY**

People of color, LGBTQ individuals, those involved in combatting anti-Semitism, and Asheville residents are strongly encouraged to apply. Tzedek Social Justice Fund is an equal opportunity employer. Tzedek Social Justice Fund considers all applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by state or federal law.