



## Director of Communications

Full-Time | 40 Hours Per Week | Exempt

### Position Summary

The Director of Communications leads all communications efforts for Congregation Mishkan Or. This role is responsible for creating and executing a comprehensive communications strategy that integrates messaging, branding, and outreach across all channels to advance the Temple's mission and deepen engagement with members and the broader community.

Reporting to the Executive Director, this position oversees internal and external messaging, media relations, digital platforms, and programmatic communications. The ideal candidate brings a strong strategic sensibility, exceptional writing skills, and a genuine appreciation for Jewish community life.

The Director of Communications will help shape how our community understands itself and how we present ourselves to a broader world. The ideal candidate will work closely with clergy, staff and lay leaders to translate a wide range of voices, ideas, and experiences into messaging that feels coherent, compelling, and true.

### Reports To

Executive Director

### Key Responsibilities

#### Strategy & Brand

- Develop, implement, and measure a comprehensive communications and marketing strategy that integrates all channels with consistent messaging aligned to the Temple's mission and institutional priorities.
- Oversee the continued development of the Congregation Mishkan Or new branding guidelines, embedding the Temple's values across all communications.
- Articulate the organization's mission consistently with members and in the broader community.

#### Content & Digital Platforms

- Oversee all print and digital communications, including newsletters, the annual report, website, and social media, ensuring consistent messaging and brand integrity, as needed print/media projects.
- Develop and edit copy for public and member audiences in alignment with the strategic communications plan.
- Maintain and improve the Temple's website to ensure accessibility and clear communication of priorities and values.
- Strategically expand social media presence, curating content and increasing audience engagement.



### **Media & Public Relations**

- Serve as the primary media contact; manage press relationships, craft press releases, and handle crisis communications to maintain a positive public image.
- Exercise editorial judgment to prioritize media opportunities and prepare talking points, speeches, presentations, and other supporting materials as needed.

### **Programmatic Support**

- Promote and provide communications support for organizational events, worship services, learning sessions, workshops, and campaigns to drive engagement and stakeholder participation.
- Balance the diverse communication needs of clergy, staff, and volunteer leaders.

### **Team & Budget**

- Supervise communications staff, consultants, and marketing vendors; manage departmental budgets and project timelines.
- Collaborate with staff to identify internal and external communications opportunities and define strategies to support them.
- Perform other duties as assigned.

### **Qualifications**

#### **Experience**

- 7–10+ years of progressive experience in communications, marketing, or public relations, including experience in a leadership or management capacity.
- Demonstrated ability to manage project timelines and budgets.
- Capacity to manage multiple projects simultaneously in a fast-paced environment.
- Experience in a nonprofit, faith-based, or mission-driven organization is a plus; familiarity with Jewish culture, traditions, and calendar is preferred.

#### **Education**

Bachelor's degree in Communications, Marketing, Public Relations, or a related field required. Advanced degree preferred.

#### **Skills**

- Exceptional writing, editing, and storytelling skills across a variety of formats and audiences. Flexibility and creativity are essential.
- Strong proficiency in Microsoft Office Suite, content management systems (CMS), and social media platforms.
- Familiarity with media analytics tools and digital marketing best practices.
- Excellent verbal communication skills; comfortable presenting to diverse stakeholder groups.



## **Compensation**

Salary range to be determined based on experience and qualifications. Congregation Mishkan Or offers a competitive benefits package.

## **How to Apply**

Please send inquiries to Jennifer M. Mendelson, Interim Executive Director, at [jmendelson@mishkanor.org](mailto:jmendelson@mishkanor.org) or 216-455-1720.