

JOB DESCRIPTION

Position: Digital Communications Officer

Classification: Full-Time, Exempt

Application Deadline: January 31, 2023

ABOUT US: The Koret Foundation is a private foundation based in San Francisco, dedicated to creating a vibrant Bay Area and a thriving Jewish community. For more information visit www.koret.org.

POSITION SUMMARY: The Digital Communications Officer will build and steward the Foundation's comprehensive communications efforts. Our work strives to:

- highlight the Foundation's grantmaking
- encourage appreciation, understanding of, and engagement with the work of our grantees
- Promote the Foundation's thoughts and ideas related to its mission and priorities

The Digital Communications Officer will be an integral part of the Program Team, reporting to the Chief Program Officer. The ideal candidate will bring a range of experience in developing and implementing communications strategies, has familiarity with multiple media platforms (traditional and digital), and knows how to utilize storytelling—written, oral, and/or visual—to powerful effect. They should have some familiarity with the Foundation's program areas, particularly the Jewish community.

The Digital Communications Officer will need to be able to develop and project manage a high-level strategy and get hands-on with the details. Activities include managing the Foundation's editorial calendar and developing content for the Foundation's major communications platforms. The role requires staying abreast of research, news media, thought-leader coverage of relevant topics, and acting as an ambassador for the Foundation's work. The Digital Communications Officer should be creative, looking for new opportunities, while being sensitive to the board's viewpoints and the power of the Foundation's position and voice.

CORE RESPONSIBILITIES:

- Create and lead written communication for the Foundation's external communications (press releases, social media, website, newsletter, opinion articles, etc.)
- Create and maintain internal editorial calendar
- Proactively manage content for the Foundation's website (updates, tracking design and structural changes, creating grantee spotlights, newsletters, other postings, analytics, etc.)
- Develop and execute a social media strategy (developing and disseminating content, utilizing various platforms, creating and maintaining metrics dashboards)
- Track important journalism and news reporters on Foundation issue areas
- Develop and update assets including a library of photos and video to be curated for various communications purposes
- Stay abreast of best practices, trends, and technologies for each social media platform
- Collaborate with designers on creating informative, attractive graphics and content
- Coordinate with external communications consultants on media such as press releases and opinion pieces, etc,
- Build and maintain a strong professional social network
- Produce live social media coverage at Foundation and grantee site visits/events
- Manage branding guidelines and respond to requests for use of the Foundation's logo or name

- Manage internal communications for the Foundation related to events, grantee convenings, board meetings, staff meetings, etc.
- Define social media and website KPIs
- Monitor SEO
- Act as the Foundation's webmaster

OTHER RESPONSIBILITIES:

- Serve as a member of the Program Team, providing strategic guidance and leadership
- Assist in the reading, editing, and preparation of materials for the monthly and quarterly board dockets
- Participate in weekly Program Team staff meetings, including providing communications related updates
- Participate in weekly substantive check-ins with Chief Program Officer
- Collaborate with Program Team, Finance Team, Administrative Team, and CEO on special projects as needed
- Perform other related projects or work as needed

REQUIREMENTS AND QUALIFICATIONS:

The Digital Communications Officer will be motivated by a passion for the Koret Foundation's mission and a drive for continuous learning and improvement. They will uphold the Foundation's staff values of Partnership, Excellence, Impact and Learning. They will be a project manager, consultant, analyst, and problem solver with exacting standards and an eye towards creativity and innovation. This role requires an individual who is highly motivated and has a comfort with ambiguity. Candidates should be exceptionally strong written and oral communicators, great listeners and storytellers, instinctual information sharers, and network builders.

Additional, valued qualifications include:

- Excellent written and verbal communication skills
- Comfort with ambiguity and changing timelines
- Outstanding project and time management skills
- Ability to anticipate issues and manage up accordingly
- Exceptional interpersonal skills
- High attention to detail both written and visual
- Ability to multitask and work independently and collaboratively to meet weekly, monthly, and quarterly deadlines
- Professional, friendly, dependable, and highly motivated individual with a can-do attitude
- Sound judgement in a close team environment
- Experience with WordPress, Willow, Airtable, Canva and other communications technology. Familiarity with Fluxx grant management software a plus.
- Proficiency in Microsoft Office Suite

A Bachelor's Degree is required. Candidates should have a minimum of 5-7 years of professional work experience, with knowledge or background in nonprofits or grantmaking. Experience with digital communications and copywriting, including website, email, and social media platforms creating content. Knowledge of and/or participation in the Bay Area and Jewish community is an advantage.

BENEFITS AND COMPENSATION:

The Foundation offers a competitive benefits package and a salary that is commensurate with education and related work experience. The position is full-time and exempt. The Foundation is a hybrid work

environment, currently with two mandatory days (Wednesday and Thursday) in our downtown San Francisco office. Salary range from \$110,000- \$130,000.

TO APPLY:

Please send an email referring to job title in the subject line along with a resume and one-page cover letter explaining your interest and how your skills and work experience fit the position to jobs@koret.org.