



Footsteps Communications Manager Job Description

Job Title: Communications Manager

Reports to: Director of Field and Movement Building

Position Type: Full Time, Non-Exempt

Organizational Overview

Footsteps supports and affirms individuals and families who have left, or are contemplating leaving, insular ultra-Orthodox Jewish communities in their quest to lead self-determined lives. Through our broad array of programs, critical supports and access to essential resources, Footsteps creates a vibrant community that celebrates the triumphs and advocates for the concerns of our members. We have served 1,500 individuals since our founding in 2003 and we have an annual budget of just over \$3M. To learn more visit www.footstepsorg.org.

Job Description

Footsteps seeks an entrepreneurial, highly organized, creative communications professional to serve as **Communications Manager**. Reporting to the Director of Field and Movement Building, the Communications Manager will play an integral role in coordinating and implementing Footsteps' communications efforts with various stakeholders and will be the organizational lead to ensure Footsteps' visual image and narrative is consistent across departments and platforms. With recent features in *The New York Times*, *Vogue* and Netflix to name a few, Footsteps is at an exciting juncture and this position will ensure the organization takes a cohesive approach to communications so that member narratives are represented authentically within and beyond the Footsteps community.

Job responsibilities include but are not limited to:

- Maintain editorial calendar for Footsteps communications for all constituents (donors, members, volunteers, and allies)
- Coordinate communication and promotional needs with all department heads and other Footsteps staff as appropriate
- Manage, update, and maintain Footsteps' website including design, layout, and functionality; coordinate with relevant staff on content; troubleshoot and liaise with relevant consultants
- Design layout for virtual communication with all constituents, compose content in collaboration with all teams
- Supervise and liaise with freelance designer(s) to develop collateral materials
- Create and maintain bank of donor and member testimonials and photographs
- Collaborate with Director of Field and Movement on social media strategy and on new ways to share our message with external audiences (e.g. podcasts, blogging)
- Work under the direction of the Director of Development on select donor-facing communications (e.g. donor newsletters, end-of-year campaign)
- Monitor social media audience engagement and growth and regularly track results and optimize best practices

Competencies and Qualifications

- Preferred 2-3 years related experience in planning, writing, editing and producing communications materials, annual reports, marketing collateral, and other print publications

- Experience creating and managing digital elements of campaigns and initiatives, including social media platforms, website content, email outreach, and online advocacy and organizing tools
- Exceptional written, oral, interpersonal, and presentation skills
- Ability to accurately handle diverse projects from multiple departments simultaneously, while using good judgement in prioritizing work and maintaining attention to detail
- Comfort working in a growing, fast-paced organization, including performing a wide variety of functions, multi-tasking, and meeting required deadlines
- Social media savvy, awareness of internet trends
- Fluency with Constant Contact, WordPress, Salesforce, and social media platforms
- Passion for Footsteps' mission, interest in organizational cultural competency, and adherence to confidentiality
- Self-starter and able to work independently and in a team environment
- Sense of humor and flexibility

Location: New York City

Start Date: Immediate

Salary: \$50,000-\$60,000 commensurate with experience

How to apply: For immediate consideration, please send your resume and cover letter to opportunities@footstepsorg.org and indicate your name and "Communications Manager" in the subject line. Applications will be reviewed on a rolling basis.

We thank you for your interest in career opportunities with Footsteps. Due to high volume, only those candidates selected for an interview will be contacted.

Footsteps is an equal opportunity employer. Immigrants, people of color, formerly ultra-Orthodox individuals, LGBTQIA people, people with disabilities, and people who come from poor and working-class backgrounds are strongly encouraged to apply. Footsteps does not discriminate on the basis of race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, marital or veteran status, or any other legally protected status.