



Safety  
Respect  
Equity

## SRE Network

### Senior Manager of Marketing & Communications

Remote

(NYC, Boston, Washington D.C., or Los Angeles preferred)



## Background

We are a Jewish network of over 160 organizations across North America rooted in our shared commitment to safety, respect, and equity for all. We inspire meaningful change in workplaces and communal spaces by bringing people together to address gender-based harassment, discrimination, and inequity. Our work is focused on building community, research & learning, and strategic community investments, using an intersectional lens of gender justice. Launched in March 2018, SRE Network currently operates as a fiscally sponsored project of New Venture Fund. SRE is led by its inaugural executive director and five staff members who are based throughout the United States, as well as additional topic-area advisors and consultants. Our eight-person Advisory Board is composed of communal leaders, and our work is supported by over a dozen Jewish philanthropists and foundations.

SRE Network is a network, convener, thought leader, and grantmaker. SRE Network is known for its [Standards](#) for Creating Safe, Respectful, and Equitable Jewish Workplaces and Communal Spaces. [Network members](#) agree to implement these standards over time. Our annual convening engages over 200 professionals, volunteers, and funders of Jewish organizations across North America in two days of learning, with additional programming offered throughout the year. SRE Network serves as a multiplier through our community investments portfolio, which encompasses both grantmaking and investments in gender equity work and fostering safe, respectful, and equitable Jewish workplaces and communal spaces at large, awarding over \$1M in new grants per year. To date, SRE Network has awarded over \$3.75M in [grants](#) to dozens of initiatives and organizations. In December 2022, we launched our first-ever strategic planning process which will conclude in August 2023 and provide a roadmap for our work for the next 3 years of increased impact.

## Position

As we recently celebrated our five-year anniversary, we are at an exciting inflection point. We are seeking a Senior Manager of Marketing & Communications to join our small but mighty team and lead our marketing and communications strategies. Reporting to the Director of Strategic Operations and working closely with the Executive Director and other staff, the Senior Manager of Marketing & Communications will be responsible for developing and executing the marketing and communications strategy for the organization, including developing marketing materials, developing compelling messaging for multiple audiences, managing the organization's communications channels and digital platforms, and managing the editorial calendar and digital content creation.

### General Marketing & Communications

- Develop marketing and communications plans to promote public brand awareness, SRE programming, events, resources, and the network of SRE member organizations

- Execute a marketing strategy for the strategic plan rollout, the annual convening, annual membership renewal, regional gatherings, grantmaking cycles, and public awareness campaigns
- Write and edit content for SRE website and email marketing efforts, including monthly newsletter
- Maintain communications editorial calendar for web, email, and social media
- Manage SRE digital asset library and create new assets as needed
- Contribute to partner engagement content development in collaboration with key staff

### Social Media Management

- Manage all aspects of SRE's social media presence (website, LinkedIn, Facebook, Twitter, YouTube)
- Lead content creation for SRE's social media, including written blog content, tweets, posts, and videos
- Drive strategy to increase daily engagement on SRE social media accounts
- Monitor, report, and present on online engagement analytics (web, email, social media)

### Supervisory Responsibilities

- This role will supervise a future Communications Assistant role and will be involved in the hiring process
- This role may also manage external consultants such as a graphic designer

### Qualifications

- At least 5 years of nonprofit marketing and communications experience, with a fluency in content production and nonprofit industry language, social media platforms, and brand communication experience.
- Exemplary and meticulous writer who can capture and shape the voice of the organization through various communications channels.
- Excellent interpersonal and relationship management skills; fosters trust through deep listening, and demonstrated ability to interact well with and respect a diverse range of people, experiences, and constituencies.
- Ability to understand, communicate with and effectively engage people across diverse cultures.
- Significant understanding of and experience with the Jewish nonprofit sector and knowledge of Jewish community and nonprofit communal landscape (or positioned to acquire that knowledge).
- Experience with Mailchimp, Canva, and Wordpress.
- Ability to handle sensitive and confidential information with discretion and judgment.
- Ability to be self-directed, as well as succeed and thrive in a collaborative and fast-paced environment.
- Manage and complete multiple projects with competing deadlines, and establish and act upon organizational priorities.

- Demonstrated curiosity, innovation, and problem-solving skills.
- Belief in the mission, purpose, and values of the SRE Network.
- Strong learning orientation, with an ability to transparently course correct, pivot when necessary, and bring in the supports needed to accomplish organizational goals.
- Comfortable working with colleagues and stakeholders in a remote environment in which colleagues work across locations and time zones and technology is used heavily for communications and project management.
- Values integrity, credibility, and humility.

## Job Characteristics

- This is a full-time role, with a typical work schedule of 8 hours per day Mondays through Thursdays and 6 hours on Fridays, for a total of 38 hours per week.
- All exempt team members commit to working during shared core business hours of 8am – 1pm PST/ 11am – 4pm EST.
- Residency in the United States required, with preference for Los Angeles, Washington D.C., or NYC (but not required).
- Role is remote and will work from a home office.
- Role requires minimal in-person meetings and travel in the United States, with specifics subject to change. Travel is anticipated to include 5-7 overnight trips in a year (e.g., attending SRE Network's annual convening June 6-7, 2023, two staff retreats, and a few constituent meetings and/or conferences). Depending on the candidate's location there also may be local periodic travel for in-person meetings with constituents. Very infrequently work on a weekday evening or Sunday will be required to participate in an in-person or virtual constituent meeting.
- The following physical demands are representative of those that must be met by an employee to perform the essential functions of this job successfully: regular sitting, standing, typing, and repetitive extended periods of computer use; occasional walking, standing, climbing, stooping, bending, pushing, pulling, lifting, kneeling, and twisting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**COVID-19 Policy:** To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).



## Compensation and Benefits

A competitive compensation package will be made available to the qualified candidate with an annual salary range of \$90,000–\$100,000 and comprehensive benefits. SRE Network, a project of New Venture Fund, offers a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 3 weeks of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year, as well as select Jewish holidays when the holidays fall on a weekday (2 days for Rosh Hashanah, 1 day for Yom Kippur, and 2 days for Passover). Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

## About New Venture Fund

SRE Network is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, and rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

## How to Apply

To apply for this position, please visit [www.DRGtalent.com](http://www.DRGtalent.com). Candidates may be asked to submit a cover letter and writing samples before interviews with SRE Network.

**Applicants with Disabilities:** Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of any necessary accommodations at the time of application.

To apply for this position, please click [HERE](#).

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Natalia Kepler, Senior Talent Consultant

Sarah Skrovan, Senior Associate

