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**CONGREGATION TIFERETH ISRAEL JOB POSTING**

*An Equal Opportunity/Affirmative Action Employer*

**Job Title: Marketing & Communications Director**

**Status:** Full-Time (38 Hours)

**Location:** 1354 E. Broad St. Columbus, OH 43205

**Reports to:** Senior Rabbi and Executive Director

**Position Summary**

Responsible for developing and coordinating internal and external communications.

**Responsibilities and Duties**

• Develop and execute marketing and communications strategies aligned with the synagogue’s goals and objectives, as expressed by the board of trustees

• Determine the appropriate internal and/or external methods for communicating information about specific synagogue events, activities, and initiatives and coordinate implementation of those methods

• Support synagogue fundraising efforts

• Review communications pieces to ensure synagogue design and logo usage standards are met

• Manage the synagogue’s online presence, including creating and reviewing social media posts (including Facebook, Instagram and Twitter)

• Independently conceptualize, write, edit, design/lay out, and execute production of synagogue brochures, correspondence, fundraising materials, publications, and electronic communications needed for religious services, membership recruitment/retention, promoting programs, and communicating policies and procedures, etc.

• Write, edit, and submit editorial and advertising content to various external communication resources

• Manage Welcome/Information Center information

• Manage the TI website

• Identify and build relationships with external graphic designers, photographers and printers (including interns), select projects appropriate for completion by outside vendors, collect competitive bids, and oversee completion by outside vendors

• Work with synagogue staff and volunteers to ensure high-quality photos are taken

• Manage the synagogue’s email marketing efforts, maintain contact lists, and develop email-marketing strategies

• Design and print all TI marketing materials and signage

**Qualifications and Skills**

Bachelor’s degree in related field. Ability to work quickly, independently, and collaboratively. Detail oriented. Minimum of three-year’s experience in similar position. Knowledge and understanding of the Jewish faith, customs, and holidays preferred. Must have valid driver’s license.

**Benefits**

Comprehensive benefit package including health, dental, vision, Federal and Jewish holidays, personal time, sick and vacation, short-and-long-term disability. Salary range is $48,000-52,000.

Please email resume and cover letter to Laura Moskow Sigal, Executive Director at [lmsigal@tiferethisrael.org](mailto:lmsigal@tiferethisrael.org). No phone calls please.

**Updated 3/11/22**