

JOB ANNOUNCEMENT

Senior Communications Specialist

ABOUT THE JEWISH COMMUNITY FOUNDATION

The Jewish Community Foundation (JCF) is a trusted philanthropic partner where giving finds a community, connecting individual generosity to shared purpose. JCF compounds your impact, strengthening Jewish life and responding to urgent community needs today and for generations to come.

Giving through JCF is personalized, with tax-efficient strategies including donor advised funds, endowments, and organizational funds. The JCF team optimizes philanthropy and community benefit with expertise in investment management and deep connections with changemakers. A recognized innovator, JCF is a leader in impact investing and planned giving options.

For nearly 60 years, JCF has granted more than \$2.3 billion to more than 7,000 organizations on behalf of over 1,000 donors, making it one of the largest grantmakers in San Diego.

OVERVIEW OF THE JOB:

The Senior Communications Specialist is a full-time, hybrid position that reports to the Vice President, Strategic Communications. This role is a key contributor on the team responsible for telling the stories of JCF donors and grantees as well as the JCF's investment in the community. The ideal candidate can help define the JCF narrative through proactive press engagement and support the communications strategy to share about our growing network of fundholders making an impact. They will have a strong sense of brand and voice alignment, a knack for developing relationships, and nonprofit communications and PR experience.

Overall Responsibilities:

Content & Messaging

- Tell powerful stories that bring JCF's impact to life across articles, op-eds, press, newsletters, and campaigns, sparking connection and action.
- Shape clear, compelling narratives that unify JCF's voice across every program, platform, and audience.
- Help evolve JCF's voice to reflect a bold, contemporary leader in philanthropy.
- Safeguard and express the brand with consistency and creativity.

Social Media

- Manage JCF's social media channels; develop content calendars and campaigns aligned with organizational priorities.
- Turn data into direction by tracking performance and engagement, uncovering insights, and continuously refining strategy.
- Scan trends, media, and peer activity, surfacing opportunities to keep JCF relevant, visible, and influential.

Media & Thought Leadership

- Build and grow media relationships that elevate JCF's visibility and credibility.

- Shape thought leadership by supporting speaking engagements, op-eds, and presentations that amplify JCF's voice.
- Support media outreach and prep, from pitches to polished interviews.
- Capture real-time stories through photos and video at key moments.

SKILLS, QUALIFICATIONS AND ESSENTIAL FUNCTIONS

- Bachelor's degree in marketing, communications, journalism, or a related field preferred.
- 5-7+ years of progressively responsible nonprofit or philanthropic experience required.
- Exceptional written and verbal communication skills, with a strong editorial eye.
- Creative thinker with the ability to experiment, iterate, and adapt strategies.
- Strong visual sensibility and appreciation for design.
- Event photography experience.
- Proficiency with Microsoft Office Suite, CRM systems (Salesforce preferred), digital marketing platforms, social media tools, and basic web/content publishing systems.
- Familiarity with marketing analytics, reporting, and performance tracking.
- Highly organized, detail-oriented, and able to multitask effectively.
- Strong interpersonal skills and ability to build relationships with internal and external stakeholders.
- Comfortable working independently while thriving in a collaborative team environment.
- Flexibility to support a variety of projects and integrate multiple perspectives.
- Conscientious of details while holding fast to overarching vision.
- Ability to manage up and navigate direction from multiple departments.

REPORTING RELATIONSHIP:

- Reports to the Vice President, Strategic Communications.

How to Apply: Please submit a resume and cover letter via email to resume@jcfsandiego.org.

Salary Range: \$115,000-\$120,000