



JEWISH COUNCIL
FOR PUBLIC AFFAIRS

Communications and Development Associate

The Jewish Council for Public Affairs (JCPA) is the national convener of Jewish coalitions working to build a just and inclusive American democracy. For over 78 years, JCPA has brought together national and local organizations and built bridges across communities to address the most pressing issues of the day and set strategies for advocacy and mobilization.

JCPA recently announced its new strategic focus, building on its long legacy convening the Jewish community to work toward a just and inclusive society and a strong, multiracial democracy, and greatly expanding on its historical work bringing together diverse racial, ethnic, faith, and civic leaders and communities.

The Communications and Development Associate will play a key role in this new chapter for JCPA, coordinating a number of important functions across the organization. This role will report to the Senior Vice President and work closely with the CEO and other staff to develop strategic communications and engaging digital content, including social media, emails, online actions, web posts, and more – with the goal of furthering JCPA’s fundraising and advocacy goals. This role will also work closely with other staff members on events, including virtual programs, fundraising events, and in-person convenings.

This is an excellent opportunity for an emerging nonprofit professional with strong writing and communications skills to work and learn in a dynamic, fast-paced organization, with the opportunity for promotion and professional development.

Primary responsibilities include:

- Develop and implement communications content and materials, including social media content, emails, press releases, and other materials, as well as a broader communications calendar for the organization.
- Help develop JCPA’s voice and identity on social media while increasing followers and engagement.
- Manage the JCPA website, including the development of new web content.
- Working closely with senior staff, track and manage JCPA’s development strategy, including the execution of both traditional and digital fundraising plans.
- Draft grant proposals and other development materials.
- Oversee JCPA’s Customer Relationship Management (CRM) database, including tracking metrics and producing reports on stakeholder and donor engagement.
- Support the Senior Director of Community Relations in developing sample materials and other resources for Jewish Community Relations Councils.

Skills and Qualifications

- At least 2 years' experience in communications, development, digital media, and/or advocacy.
- Strong communications and writing skills, including the ability to craft messages for different audiences.
- Experience and comfort using social media, website management tools, and CRM databases.
- An organized self-starter who can collaborate, problem solve, and effectively prioritize and manage multiple tasks and projects to meet deadlines.
- Passionate about the values and priorities at the core of JCPA's work, including democracy and pluralism.

Compensation and Other Details

- JCPA is headquartered in New York City and would strongly prefer candidates based there; however, we are also open to the right candidate in Washington, D.C. or potentially serving in a remote capacity.
- The compensation range for this role is \$50,000 to \$70,000 dependent on experience, plus full benefits that include health, dental, and life insurance and a retirement plan.

To apply, please send a resume and cover letter with the subject line “Communications and Development Associate” to careers@thejcpa.org.

JCPA is passionate about building an inclusive and equitable working environment, and deeply values the diversity of insight, perspective, and experience of a diverse workforce. This includes Black, Latinx, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrahi Jews, lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

JCPA is an equal opportunity employer, regardless of race, color, religion, gender, sexual orientation, gender expression, age, alienage or citizenship status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, veteran status, or any other protected characteristic as established by federal, state, or local law.