



ZIONESS



ZIONESS DIGITAL AND OPERATIONS MANAGER

Location: Anywhere in the contiguous United States

Time Commitment: Full-Time

How To Apply: Please send a cover letter and resume to apply@zioness.org

Zioness is committed to building an organization that is representative of our community's beautiful diversity. We welcome all applicants who share our mission and vision, and strongly encourage applicants from marginalized and underrepresented communities to apply.

Compensation: \$80,000 to \$100,000, commensurate with experience.

Benefits:

- Fully covered, high quality health insurance
- Three months paid family leave
- Access to a 403(b) retirement plan
- \$1,000/year tech stipend
- Work-from-home, based anywhere in the contiguous United States
- Flexible work environment with passionate, highly invested colleagues and major growth opportunities
- Ten (10) days discretionary paid vacation, plus all federal holidays
- Paid time off on the following Jewish holidays when they land on a weekday: the first two days of Passover, one day of Sukkot, Rosh Hashanah, Yom Kippur, one day of Simchat Torah
- Paid time off on other Jewish holidays observed by employee

OVERVIEW:

The Digital and Operations Manager will work to ensure Zioness is able to advance its mission by supporting the execution of the organization's internal processes and external programming and by amplifying the organization's message across multiple platforms.

GENERAL EXPECTATIONS:

- The Candidate has a deep passion for progressive issues and for Zionism, and is deeply motivated to engage in support of both causes.
- The Candidate is a self-starter, capable of producing output for the organization with minimal oversight.
- The Candidate understands they're part of a "start-up" organization. As such, they should expect an all-hands-on-deck approach and that they may be asked to tackle items that aren't specifically outlined in their job scope. All members of Zioness staff commit to being a team player who will fill in gaps as needed.
- The Candidate is well organized, detail-oriented, and professional.
- The Candidate is capable of performing at a high level in a fast-paced environment.
- The Candidate commits to embodying the values of Zioness in public and private, during work hours and non-work hours, and commits to positively representing the organization at all times.



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QUALIFICATIONS FOR THE ROLE:

- At least two years experience in communications with an emphasis on internal communications, social media management, and content creation. Graphic design skills (with Canva as a minimum) are necessary for this role.
- Understanding of and commitment to running systems and processes as seamlessly as possible
- A self-starter and a creative problem-solver capable of producing results with minimal oversight.
- A team player who understands the dynamic of a “start-up” with an all-hands-on-deck approach that they may be asked to tackle items that aren’t specifically outlined in their job scope.
- The Candidate is capable of performing at a high level in a fast-paced environment.
- The candidate has experience with marketing, database management, Wordpress, mastery of Microsoft Office and Google Workspace, and is able and trustworthy to handle sensitive and confidential information.
- The Candidate thrives in behind-the-scenes roles that enable the organization to succeed.
- Proficiency with NGP VAN/EveryAction, WordPress, Action Network, Slack, Facebook, Twitter, Instagram and other common online engagement platforms.
- Strong communication and writing skills
- Team-oriented attitude that functions in direct collaboration as well as behind-the-scenes work
- Strong social media skills, and understands how to use online tools to increase reach and drive online and offline engagement.
- Highly organized, self-sufficient, with meticulous attention to detail

JOB SCOPE:

- Communications responsibilities include:
 - Manage internal and external communications and content production in coordination with the staff, graphic designer and Public Relations team.
 - Write, edit, and proofread newsletters, email campaigns and content, social media content, and updates to staff, donors, and members.
 - Develop and manage a content calendar for all social media platforms in coordination with the Public Relations team.
 - Leverage analytics and reporting tools to help the organization tweak its engagement and content strategy over time.
 - Build and maintain email lists that can be easily sorted and leveraged in various ways as the organization grows.
 - Build and execute effective email engagement and fundraising campaigns.
 - Create and/or engage with Zioness groups on social media.
 - Lead the messaging, development and distribution of rapid response communications in partnership with the Executive Director.



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JOB SCOPE CONTINUED:

- Operational responsibilities in support of the Executive Director, including but not limited to:
 - Coordinating with external vendors on specific projects as assigned.
 - Coordinating promotions and operations for public programming.
 - Managing the organization's quarterly operations plan as assigned and maintaining all appropriate internal trackers.
 - Managing the organization's website.
 - Managing the organization's online shop.
- Support Executive Director in maintaining regular donor communications, including but not limited to:
 - Maintaining the Organization's database of donors and activists.
 - Using internal trackers, remaining prepared to assist in the creation of both regular and rapid response stakeholder reports on Zioness activities, metrics and deliverables.
 - Supporting efforts to raise funds with a focus on maintaining regular and assigned donor follow up, reporting, and preparing information for grant requests, as assigned.
- Operational responsibilities in support of the Organizing Team, including but not limited to:
 - Coordinating event registration, invitations, social media recruitment and paid promotions.
 - Overseeing operations for community events, trainings, partner events and direct actions.
 - Ensuring follow up occurs after our programming including post-programming surveys.
 - Helping implement and execute events as necessary and assigned.
- Operational responsibilities in support of the Advocacy & Partnerships Team, including but not limited to:
 - Supporting and coordinating partner outreach as necessary
 - Ensuring follow up based on partner needs as necessary
 - Helping implement and execute partnership based programming as necessary
 - Creating tailored action alerts for Zioness activists to reach local, state and federal leadership
 - Research policy or advocacy issues, as appropriate

ABOUT ZIONESS

OUR MISSION:

Equip and inspire Jews and allies to fight for social justice in the US as proud Zionists.



OUR VISION:

A future where American Jews and our allies are valued in the progressive movement without compromising our identity as Zionists; where our community shows up to create a more just and equitable America; and where our allies fully understand and combat antisemitism and commit to protecting the Jewish people—including the right to Jewish national self-determination (Zionism).