



## **Vice President for Development and Communications** *Flexible Location*

### **About Sacred Spaces:**

Sacred Spaces is a fast-growing, two-year-old start-up that works to build healthy Jewish communities by partnering with Jewish institutions to prevent and respond to sexual abuse and other abuses of power. As an organization, we are also committed to creating sacred spaces in our internal operations, fostering a workplace environment that models transparency and accountability with direct and regular feedback loops, clear goal-setting, and a culture of gratitude and improvement. We recognize that our work is possible because of the contributions of our incredible team and so we invest in their professional development, providing ample opportunities for on-the-ground learning, mentorship, and meaningful involvement in organizational decision-making. More information on our internal guiding principles can be found at: [www.JewishSacredSpaces.org](http://www.JewishSacredSpaces.org).

### **Job Description & Responsibilities**

The Vice President for Development & Communications (VPDC) ensures that Sacred Spaces has a comprehensive fundraising and communications strategy in place that positions it as an essential community resource, a leader in its field, and a worthy investment for potential funders. The VPDC helps represent the organization to the community, the media, and funders.

The VPDC reports to the Executive Vice President (EVP) and participates in top-level management conversations. This is an exciting opportunity for someone who thrives in a start-up culture and is interested in joining with innovative professionals as they work to create large-scale change in the Jewish community.

### **Fundraising**

- Set and deliver on fundraising targets in collaboration with the EVP, the President and the Board.
- Serve as lead fundraiser for a portfolio of priority donors and prospects – principally foundations and high-net-worth individuals – and feed the prospect pipeline regularly.
- Deploy the President, EVP, Board members and other resource people for donor cultivation and solicitation.
- Partner with the Vice President for Programs to ensure appropriate pursuit of and follow-through on funding opportunities.
- Partner with the finance staff to ensure accurate acknowledgement, recording and reporting to funding sources.
- Protect the integrity of the organization's brand, programs and services by overseeing the funder selection process and declining funding from sources that would compromise the organization's values or strategic priorities.

### **Communications & Marketing:**

- Provide communications support within the organization to ensure the development of top-quality collateral.
- In consultation with the President and EVP, ensure that a robust external marketing and communications plan is in place including strategy, messaging, materials, platforms, and communications policies for staff, board, and contractors.

- Develop and refine the organization's "core" messages to ensure organizational consistency.
- Collaborate with the President and Vice President for Programs to develop communications strategies that will broaden program and service reach and deepen the impact of public education and advocacy campaigns.
- Identify significant public policy issues where the organization can contribute thought leadership and create and implement plans to act accordingly.
- Develop visibility through appropriate outlets, earning coverage for the organization in press and new media.
- Serve as executive editor for the organization's website.
- Oversee response to inquiries about the organization.

#### **Board Development:**

- Support the President and EVP in building the board over time to support the organization as it grows.
- Liaise with the Governance & Nominating Committee and work closely with them to recruit, onboard and activate new members.

#### **Qualifications and Skills of Ideal Candidate:**

- Master's degree in relevant field or equivalent work experience preferred.
- Minimum ten years of nonprofit experience including work on a national scale, preferably with some experience in a start-up or scale-up environment.
- Meticulous attention to detail with ability to produce thoughtful and nuanced communications.
- Deep knowledge of fundraising best practices and a history of success with major foundations and major gift donors.
- Track record of success in developing communications vehicles, working with the media, and shaping organizations' communications identity.
- Standout abilities as a written and verbal communicator, with an approach tailored to diverse audiences and experience creating top-quality development collateral.
- Experience with Jewish communal non-profit organizations and/or knowledge of the North American Jewish community is a plus.
- Collaborative and flexible style, with a learning orientation and team approach.
- High degree of intellectual curiosity.

**Salary Range:** \$85,000 - \$120,000, commensurate with experience.

#### **Application Process:**

Please send an email with the subject "Vice President for Development & Communications" including resume and cover letter to [Jobs@JewishSacredSpaces.org](mailto:Jobs@JewishSacredSpaces.org) by November 15th. Due to high volume, only candidates selected for an interview will be contacted.