



Senior Director of Communications

JEWISHcolorado convenes, connects, invests in and protects the Jewish community in Colorado, Israel, and around the globe. During these unprecedented times, JEWISHcolorado is at the forefront of Jewish advocacy, promoting safety and security, and educating our Jewish community.

Position Summary

The Senior Director of Communications is responsible for developing and executing JEWISHcolorado's comprehensive communications strategy, ensuring that all organizational messaging is compelling, mission-driven, and aligned with the organization's strategic priorities. This position serves as the organization's chief storyteller, leading executive communications, brand messaging, content strategy, media relations, and organizational communications across all platforms.

Working closely with the CEO and senior leadership team, the Senior Director of Communications translates organizational priorities into impactful communications that strengthen donor engagement, elevate community awareness, inspire philanthropic investment, and reinforce JEWISHcolorado's leadership throughout Colorado and the broader Jewish community.

The Senior Director of Communications reports to the CEO and leads a collaborative communications team responsible for content creation, marketing, graphic design, digital communications, publications, and executive messaging while maintaining the highest standards for quality, consistency, and brand integrity. Direct reports include the Director of Marketing, Content Strategist, Web Manager, Freelance writers, designers, photographers, videographers, and other communications consultants.

This is a senior leadership role requiring an accomplished communications professional who combines strategic thinking with exceptional writing and editorial skills. The Senior Director of Communications must be equally comfortable crafting a CEO speech, producing key messages for a major fundraising event, mentoring staff, responding to breaking community issues, and shaping the narrative that defines JEWISHcolorado's voice. The successful candidate is a collaborative leader, disciplined editor, creative storyteller, and trusted advisor who understands how communications can strengthen community, inspire philanthropy, and advance the organization's mission.

PRIMARY RESPONSIBILITIES

Organizational Storytelling

- Lead JEWISHcolorado's storytelling strategy by identifying, developing, writing, and sharing impactful stories that illustrate the organization's mission and community impact.
- Ensure stories effectively support fundraising, community engagement, advocacy, and brand awareness.
- Collaborate across departments to uncover compelling stories from programs, donors, volunteers, beneficiaries, and community partners.
- Maintain a strong editorial calendar that supports organizational priorities throughout the year.

Editorial Leadership & Content Development

- Oversee creation of all organizational written communications.
- Write and edit where needed:

- Newsletter articles
- Annual Report content
- Campaign communications
- Website copy
- Donor communications
- Press releases
- Feature stories
- Organizational announcements
- Executive correspondence
- Ensure all communications are accurate, engaging, mission-centered, and aligned with brand standards.

Strategic Communications

- Develop annual communications plans aligned with organizational priorities.
- Support fundraising campaigns through integrated communications strategies.
- Partner with Development, Jewish Community Relations Council, Jewish Life & Engagement, and the Jewish Foundation to communicate organizational priorities.
- Identify opportunities to elevate JEWISHcolorado's visibility locally and nationally.
- Measure communications effectiveness and recommend continuous improvements.

Communications Review & Brand Stewardship

- Serve as final approval authority for all external organizational communications prior to publication or distribution.
- Maintain consistency in messaging, tone, branding, and visual identity across all communications.
- Develop and enforce editorial standards and communication guidelines.
- Ensure organizational messaging remains accurate, timely, and strategically aligned.

Executive Communications

- Serve as the primary communications advisor and writer for the President & CEO.
- Draft speeches, presentations, talking points, op-eds, press statements, donor correspondence, board communications, videos, and executive communications, and messaging.
- Develop communications that reflect the voice and vision of organizational leadership.
- Prepare messaging for community events, crisis communications, media interviews, and public appearances.
- Collaborate with senior leadership to ensure strategic consistency across executive communications.

Event Communications & Production

- Lead communications strategy for major organizational events.
- Write scripts for:
 - Annual Meeting
 - Fundraising events
 - Community gatherings
 - Awards ceremonies
 - Leadership events

- Special announcements
- Produce event scripts, stage flow, messaging, speaker transitions, and presentation content.
- Collaborate with event planning staff to ensure seamless execution of communications during events.
- Coordinate speeches, videos, presentations, and multimedia elements.

Staff Leadership & Management

- Supervise and mentor communications staff, fostering collaboration, creativity, accountability, and professional growth.
- Establish annual goals, performance expectations, and professional development plans.
- Coordinate workflows across communications, marketing, graphic design, digital media, and content creation.
- Manage freelance writers, designers, photographers, videographers, and outside communications consultants.

Collaboration

- Serve as a strategic communications partner to all departments.
- Ensure consistent messaging across organizational initiatives.

Crisis & Sensitive Communications

- Assist executive leadership with crisis communications planning and implementation.
- Develop timely messaging for sensitive community issues and organizational responses.
- Coordinate communications with legal counsel and senior leadership when appropriate.

QUALIFICATIONS

Education

Bachelor's degree in Communications, Journalism, Public Relations, Marketing, English, or a related field required. Master's degree preferred.

Experience

- Minimum of 8–10 years of progressively responsible communications leadership experience.
- Demonstrated success managing communications teams.
- Exceptional writing, editing, and storytelling abilities.
- Experience writing for executives and organizational leaders.
- Experience producing major events, speeches, and presentations.
- Experience managing multiple communications projects simultaneously.
- Experience within nonprofit organizations, philanthropy, higher education, public affairs, or mission-driven organizations preferred.
- Knowledge of the Jewish community is strongly preferred.

Knowledge, skills, & abilities

The successful candidate will demonstrate:

- Exceptional writing and editing skills.
- Ability to capture the authentic voice of executive leadership.
- Outstanding storytelling abilities.
- Strategic communications planning expertise.



- Strong editorial judgment.
- Excellent project management and organizational skills.
- Ability to thrive under deadlines and manage competing priorities.
- Strong interpersonal and relationship-building skills.
- Excellent presentation and public speaking abilities.
- High attention to detail.
- Creativity balanced with strategic thinking.
- Sound judgment and discretion with confidential information.
- Ability to lead through influence and collaboration.

Demonstrate JEWISHcolorado's Core Values:

- Effective collaboration
- Open and respectful communication
- Reliability and accountability
- Critical thinking, innovation, and creativity
- Being a good ambassador for the organization

Position Type: 37.5-hours per week, in-person 4 days each week, exempt.

Benefits: 20 days vacation, 8 national holidays, 17 Jewish holidays, 10 days sick leave, FSA, HSA, HRA, health, vision, dental, disability, and life insurance; 401(k) match, gym membership. Great work-life balance.

Salary Range: \$127,000-\$142,000/year

To Apply: Please forward a resume and cover letter to Staffing@JEWISHcolorado.org.