

## Advocacy Job Description Template

**The name of your organization and logo**

**Position title, location of the position** [We like to see this right up top!]

Include a short description (2-3 lines) highlighting the ideal candidate up-front. This way, candidates can easily understand whom the organization is looking to hire. Also, you can re-use this description for social media posts.

**About Your Organization** [Some organizations put this at the very end so that prime real estate is dedicated to the position itself – it's up to you where to share more about your organization.]

The organizational overview should include information that will help interested candidates better assess their fit with the organization and understand the organization's goals, values and impact. Keep this section brief, simple and compelling. If it's relevant, tell the candidate where and how the organization is growing.

**Job Summary – What will you do?** [Keep your headings fresh and original]

You will want to think about main headers, or categories that make the most sense for the job. You might also want to consider including the reporting structure of this position within the organization, so candidates know where they fit into the bigger picture.

The responsibilities of this position will include: [We've included some sample bullets for an advocacy position below. We recommend paring this section down until it is concise, clear, and jargon-free. It's okay to be specific about the responsibilities and how they relate to the organization's goals. And, it's ok to use "our" to talk about the organization – it feels less formal and is more accessible.]

- Provide strategic analysis and research for our organization's annual policy agenda
- Develop and implement strategies for advancing policy goals
- Develop resources, toolkits and informational materials for community members to distribute widely
- Represent the organization in public forums to educate and engage new and current activists to facilitate activism in their communities
- Monitor and analyze relevant activity on Capitol Hill and in other relevant organizations at the national level
- Increase the political participation of our greater community and train community members to build effective relationships with their elected officials
- Promote the use of our organization's measurement tools in policy analysis and development
- Develop policy proposals and advocate for them
- Brief our organization's national network of partners and allies on policy matters

**Qualifications- What will you bring to the job?**

[This is your wish list, so feel free to think big. Describe the attributes of who a top performer would be in the position. Make it personal enough so the right candidate thinks, "Yes! That's me!" We've included some sample bullets for an advocacy position below.]

- Passion for your organization's mission/issue area

- Knowledge of current events related to your organization's issue
- Experience in organizing, political campaigns, and/or advocacy a plu
- Excellent verbal and written communications skills
- The ability to juggle projects simultaneously
- A collaborative working style
- Level of education/years of experience preferred [For an entry-level position, you could write 1-2 years or 3-5 years; if you're thinking about a mid-level hire, you could write at least 5 years of experience; mid-senior level positions usually have at least 8-10 years of experience.]

### **Benefits- Perks of Working at this Organization**

[This is your chance to show off the organization to candidates, and share other details you want to include about the position.]

- Describe work environment/office culture
- A full and generous benefits package
- Will the job be full time and in the office? Or is there an option to work remotely?
- Salary Range [We highly recommend including a salary range to ensure you are starting relationships with potential candidates based on trust and transparency.]

### **To Apply**

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## Brand Building and Storytelling Job Description Template

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- Develop inspiring and informative stories about our organization's programs, partners, and global network of change makers
- Write, edit and curate multimedia content that is relevant to our organization's core issue areas and will resonate with a diverse audience
- Build and distribute targeted content, emails, and other digital outreach using our marketing and technology platforms [be as specific as possible]
- Plan, draft and manage day-to-day blogging, email and social media outreach
- Gather and report on data related to outreach efforts and use response rates to inform communications strategy
- Provide ongoing research, editing and administrative support to the Communications/Marketing/PR team

**Qualifications- What will you bring to the job?**

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- Demonstrated ability in writing and storytelling for print and digital media
- Proficiency with technology, social media platforms [be as specific as possible]
- Alignment with the organization's mission and values

- High attention to detail and willingness to be hands-on
- Excellent verbal and written communications skills
- The ability to juggle projects simultaneously
- A collaborative working style
- Level of education/years of experience preferred [For an entry-level position, you could write 1-2 years or 3-5 years; if you're thinking about a mid-level hire, you could write at least 5 years of experience; mid-senior level positions usually have at least 8-10 years of experience.]

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## Community Building Job Description Template

**The name of your organization and logo**

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- Develop and implement a strategy for welcoming, engaging and supporting individuals into the program/community/network
- Empower, manage and support volunteer leaders/participants and other key stakeholders within the program/community/network
- Set clear benchmarks with a focus on expanding the program/community/network and onboard new individuals from diverse backgrounds
- Create, plan, market and run events for the community/network
- Research and gain insight on local trends in the community (e.g. popular events, venues, and potential partnership opportunities) to inform our program and approach
- Maintain up-to-date information in our database management system
- Collaborate with our organization's team to create/curate Jewish content for events

**Qualifications- What will you bring to the job?**

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- Love meeting new people and getting to know them well
- Optimistic and passionate about this community's purpose (or building community in general)
- Highly organized and detail-oriented

- Strong communication and presentation skills
- Excellent verbal and written communications skills
- The ability to manage multiple projects/tasks concurrently
- A collaborative and creative approach
- Level of education/years of experience preferred [For an entry-level position, you could write 1-2 years or 3-5 years; if you're thinking about a mid-level hire, you could write at least 5 years of experience; mid-senior level positions usually have at least 8-10 years of experience.]

### **Benefits- Perks of Working at this Organization**

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## **Data Evaluation and Technology Job Description Template**

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- Build a culture of data collection, measurement and continuous improvement through our organization
- Oversee weekly/monthly/quarterly reporting to track and report on key metrics
- Create reports and presentation materials using data to inform strategic decision-making and storytelling across the organization
- Support local branches of our organization/our organization's partners with better tracking and reporting via standardized collection tools
- Conduct regular evaluations of data collection tools and a process to proactively propose solutions and modify strategies

[If your role is more focused on technology, here are a few suggestions on language you can use:]

- Plan, design and implement information systems
- Liaise with each team in the organization to coordinate technology needs
- Monitor system and network performance on an ongoing basis
- Determine training needs and strategies for new systems
- Implement trainings including writing and user guides, creating online and in-person trainings, and fielding questions from users on an ongoing basis

- Create project plans, schedule and track project deliverables in order to successfully see projects from beginning to end
- Manage a clear project schedule in order to maintain project timelines while also addressing issues, risks, and scope changes

### **Qualifications- *What will you bring to the job?***

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- Excellent analytical skills and experience with data management/technology
- Experience in data tracking, collection, entry and analysis with the goal of informing strategic decisions; also tech and data management tools and systems
- Confidence in your ability to work both independently and collaboratively
- Excellent verbal and written communications skills.
- A passion for the organization’s mission and commitment to our goals
- Level of education/years of experience preferred [For an entry-level position, you could write 1-2 years or 3-5 years; if you’re thinking about a mid-level hire, you could write at least 5 years of experience; mid-senior level positions usually have at least 8-10 years of experience.]

### **Benefits- *Perks of Working at this Organization***

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## Fundraising Job Description Template

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- Envision and execute our organization's strategic fundraising plan
- Advise, manage, and support the fundraising efforts of the CEO and fundraising team
- Work with CEO to strengthen board involvement in fundraising
- Manage an effective major gifts process, including targeted communications and diverse solicitation strategies
- Maintain relationships with existing donors and cultivate a portfolio of new donors
- Coordinate with staff to ensure effective marketing communications to the donor community
- Oversee our organization's grant application and review cycle
- Plan, coordinate, oversee and implement all fundraising events for the organization

**Qualifications- What will you bring to the job?**

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- Ability to build, develop and foster ongoing donor relationships
- Willingness and ability to work successfully with people at all levels within the organization, board members, donors and volunteers
- Flexible and creative, always thinking about ways to engage new potential and existing donors

- Excellent verbal and written communications skills
- A passion for the organization’s mission and commitment to our goals
- Level of education/years of experience preferred [For an entry-level position, you could write 1-2 years or 3-5 years; if you’re thinking about a mid-level hire, you could write at least 5 years of experience; mid-senior level positions usually have at least 8-10 years of experience.]

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## Grantmaking Job Description Template

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- Oversee our organization's strategic areas of giving
- Source and conduct preliminary screenings and due diligence process for organizations aligned with our strategies and goals
- Write clear and insightful summaries of inquiries, proposals and progress reports
- Conduct research, provide analysis and funding recommendations
- Foster relationships with grantees/partners in a way that inspires partnership, trust and transparency
- Identify and cultivate co-funders and other potential partners to drive convenings and other programs that contribute to the organization's impact

**Qualifications- What will you bring to the job?**

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- A humble, interpersonal approach with a sensitivity to funder-power dynamics
- Ability to build, develop and foster ongoing relationships with key stakeholders
- Experience in capacity building and organizational development a plus
- Excellent verbal and written communications skills

- A passion for the organization’s mission and commitment to our goals
- Level of education/years of experience preferred [For an entry-level position, you could write 1-2 years or 3-5 years; if you’re thinking about a mid-level hire, you could write at least 5 years of experience; mid-senior level positions usually have at least 8-10 years of experience.]

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## Jewish Education Description Template

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- Build and implement a vision for our organization's role in immersive Jewish learning/education in the field, accommodating diverse religious needs
- Support the organization's Jewish education initiatives with educational theory, practice, research, and thought leadership in the field
- Curate and develop educational resources and Jewish content to be shared widely
- Develop curriculum and learning for our organization's chapters to adapt locally
- Integrate Jewish learning into training and retreats, providing textual, spiritual and experiential learning opportunities
- Evaluate programmatic success of our organization's Jewish learning/education initiatives

**Qualifications- What will you bring to the job?**

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- Enthusiasm about the creation and delivery of excellent informal and experiential Jewish educational programming
- A familiarity and experience with various modalities of learning, identity development, leadership training, and curriculum development
- A tendency to approach Jewish learning with eagerness, curiosity and humility

- Excellent verbal and written communications skills.
- Direct experience and ability to relate to the key audience of our organization
- A passion for the organization’s mission and commitment to our goals
- Level of education/years of experience preferred [For an entry-level position, you could write 1-2 years or 3-5 years; if you’re thinking about a mid-level hire, you could write at least 5 years of experience; mid-senior level positions usually have at least 8-10 years of experience.]

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## Operations

### Job Description Template

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- Ensure the processes for our organization's annual planning, finances, onboarding and data management are in order and running smoothly
- Coordinate short-term and long-term organizational goal setting processes for HR, finance and operations
- Create and update organizational dashboards and reports for data management and evaluation
- Oversee the building and monitoring of annual budgets
- Update and maintain employee policies
- Manage relationships and finances for consultants and other partners
- Ensure that organizational data is effectively captured and organized
- Coordinate expense reporting, reimbursements and check requests

**Qualifications- What will you bring to the job?**

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- A track record for project management, budgeting and/or reporting
- Flexibility and responsiveness to evolving organizational priorities and job responsibilities
- A knack for monitoring programs and assessing their impact

- Excellent verbal and written communications skills
- A passion for the organization’s mission and commitment to our goals
- Level of education/years of experience preferred [For an entry-level position, you could write 1-2 years or 3-5 years; if you’re thinking about a mid-level hire, you could write at least 5 years of experience; mid-senior level positions usually have at least 8-10 years of experience.]

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## Talent/HR Job Description Template

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- Design and implement our organization's learning and growth plan for all professionals in order to create a culture of learning, support all employees in their development, and to provide the best training programs to improve performance and to support our top talent.
- Lead and support organizational efforts regarding staff planning, hiring, and retention
- Oversee performance management for the organization
- Define and enhance an intentional organizational culture
- Develop and follow-up on an employee engagement survey
- Be a thought leader in talent strategies around recruiting and developing talent

**Qualifications- What will you bring to the job?**

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- A passion for creating great places to work
- Knowledge of adult learning and development
- Experience in HR/talent/leadership and organizational development a plus
- Excellent verbal and written communications skills.
- A passion for the organization's mission and commitment to our goals

- Level of education/years of experience preferred [For an entry-level position, you could write 1-2 years or 3-5 years; if you're thinking about a mid-level hire, you could write at least 5 years of experience; mid-senior level positions usually have at least 8-10 years of experience.]

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