

Communications & Engagement Manager

Temple Emanuel, Kensington, Maryland

Full-time

Temple Emanuel is a vibrant Jewish congregation seeking a creative, strategic, and highly organized Communications & Engagement Manager to help strengthen how we connect with our members and the broader community.

This is an exciting opportunity for a communications professional who sees marketing not simply as information-sharing, but as relationship-building. The ideal candidate will bring strong writing and design sensibilities, project management skills, and the vision to modernize and streamline our communications so that they are engaging, accessible, and mission-driven.

Position Overview

The Communications & Engagement Manager serves as the central hub for Temple communications and event coordination. Working closely with the Executive Director, clergy, staff, and lay leadership, this role ensures that Temple programs are well-promoted, thoughtfully scheduled, and professionally presented.

Key Responsibilities

Communications & Marketing

- Serve as project manager and traffic coordinator for the Temple's print newsletters and other major publications.
- Reimagine and streamline existing communications (including the weekly newsletter) to ensure content is concise, engaging, and accessible.
- Introduce new tools or technologies to improve readability and user experience.
- Draft, edit, and produce weekly electronic newsletters and targeted email communications.
- Maintain and regularly update segmented contact lists, including new members and prospective members, and ensure these groups are added to appropriate targeted communications.
- Manage and update website content (WordPress).
- Create attractive collateral materials including flyers, postcards, invitations, membership materials, brochures, print ads, social media graphics, and event signage.

- Manage Temple Emanuel's social media presence across platforms (Facebook, Instagram, etc.).
- Ensure consistent branding and visual identity across all communications.

Event & Engagement Coordination

- Liaise with Temple committees, clergy, senior staff and the Executive Director to coordinate event scheduling and promotion.
- Maintain internal and external Temple calendars.
- Serve as initial point of contact for prospective members; add prospective members to database and communications channels; help develop strategies for engaging with prospective and new members.
- Provide back-up support to the administrative team as needed.
- Support the Executive Director in implementing the Temple's key strategies and priorities.

Qualifications

- Bachelor's degree required.
- 3+ years of experience in communications, marketing, or related field (nonprofit or Jewish community experience a plus).
- Strong writing and editing skills with extraordinary attention to detail.
- Excellent design sensibility with proficiency in Adobe Creative Suite and/or Canva Suite preferred and the ability to produce high-quality, professional graphics.
- Experience with WordPress, communications tools like MailChimp or Constant Contact, and familiarity with CRM databases (preferably Shulcloud) required; basic HTML preferred.
- Exceptional time management skills and ability to manage multiple deadlines.
- Strategic thinker with strong organizational skills; project and event management experience a plus.

- Excellent interpersonal and customer service skills.
- Flexible and comfortable in a fast-paced, collaborative environment.
- Familiarity with or willingness to learn about Jewish traditions and synagogue life.
- Demonstrated enthusiasm, or willingness to develop enthusiasm, for working in a synagogue setting and promoting engagement within a Jewish communal environment.

The Ideal Candidate

We are seeking someone who:

- Is genuinely excited about synagogue life and understands the unique rhythms and opportunities of Jewish communal work.
- Sees communication as a tool for engagement and growth.
- Has the creativity to refresh and elevate the Temple's communications.
- Brings energy, initiative, and a collaborative spirit.
- Enjoys working with clergy, lay leaders, staff, and congregants of all ages.

Salary and Benefits:

- Salary range of \$65,000-75,000
- Supportive and caring workplace culture
- Benefits package (Three weeks of PTO plus additional paid holidays, health insurance contribution, synagogue membership, ECC & RS tuition discounts)
- Training/Education Opportunities

Contact: Please submit a resume, cover letter, and 2-3 writing samples to execdirector@templemanuelmd.org. Writing samples may include pieces you have authored, newsletters you have created or compiled, and examples of graphic or visual design work you have produced.

Temple Emanuel Vision Statement:

Temple Emanuel is an inclusive and progressive Reform Jewish community. Our vision is to be a spiritual home rooted in God, Torah, and Israel; where tradition meets innovation, and where everyone can find their unique path to Jewish engagement.

Temple Emanuel Policy on Diversity, Equity, and Inclusion

Temple Emanuel is committed to a diverse, equitable, and inclusive environment where all congregants, staff, board of trustees members, committees, volunteers, and guests feel welcome, accepted, respected, and valued, and to a nondiscriminatory approach that provides equal opportunity for employment and participation in all of its activities.

Temple Emanuel embraces, encourages, and is committed to advancing its community's diversity in age, race, ethnicity, family or marital status, sexual orientation, gender identity or expression, language, national origin, physical and cognitive ability, mental health status, political affiliation, religion, socio-economic status, veteran status, and other characteristics.

Temple Emanuel values diversity, equity, and inclusion, and is actively committed to taking steps that will advance those principles in every aspect of our congregation.

Temple Emanuel's diversity, equity, and inclusion initiatives are applicable, but not limited, to all of our practices and policies on membership, religious practices and rituals, employment, education, and other Temple operations.

All members and staff of the Temple Emanuel Community have a responsibility to treat others with dignity and respect at all times, and their conduct must be equitable and inclusive with regard to all activities.

Temple Emanuel is committed to modeling diversity, equity, and inclusion for the entire reform Jewish community and maintaining fair and equal treatment for all.