

About OneTable

OneTable is a national 501(c)(3) non-profit that empowers people to find, share, and enjoy Shabbat dinners through [our gathering platform](#), changing their Friday nights into something transformational. ([Read about our impact here.](#)) Our core values inform everything we do: joy, elevation, and welcoming.

We're constantly growing. So far, we've been able to support the Shabbat practice for over 195,000 unique participants in more than 500 U.S. cities.

While **OneTable Core** continues to be our challah and butter, we are growing to three distinct offerings:

- **OneTable Core** is designed to enable Jewish young adults (21-39ish) to gather with one another for Shabbat dinner and seder.
- **Powered By OneTable** customizes and licenses OneTable's technology (our gathering platform) and peer engagement strategy for other organizations who share our commitment to social connectedness.
- **Together @OneTable** is brand new, just announced in [our latest strategic plan](#), and will test our Shabbat gathering platform with other populations beyond young adults.

POSITION OVERVIEW

The Director, Marketing + Communications is a key member of the team that brings our three offerings to life throughout our marketing channels, participant engagement opportunities, and donor communications. Our voice is not only informative, encouraging, and concise, but captures the joy and elevation of Shabbat. You will execute marketing and communications strategies across the OneTable Family of Offerings that will lead to saturation of the Jewish young adult population and a break into the mainstream population

The ideal candidate is passionate about our mission and loves the challenge of thinking critically and strategically about how to further our organization's goals through communications and marketing.

Responsibilities include:

- **External Communications**
 - Own donor communications (stewardship materials including emails, decks, etc.) and fundraising campaigns
 - Supervise ActiveCampaign, including assisting with our weekly newsletter
 - Communications to potential Powered By OneTable clients, Together@OneTable, and other audiences
 - Coordinate with VP, Growth and external consultants to develop and manage press strategy
- **Build on and Manage the OneTable Look and Feel**
 - Bring our brand to life across every aspect of the business (e.g. event materials, pitch decks, email + social campaigns, logos, and web designs)
 - Oversee the website audits, design updates, and informational changes.
- **Copy-writing:**
 - Own the brand voice. Write website, email, newsletter, collateral, and similar marketing and communications copy under the organization's name
- **Data and Analytics:**
 - Data visualization; communicate research findings to a broad audience
 - Monitor analytics to evaluate the OneTable's effectiveness in reaching our target audience

Must Haves:

- Experience writing white papers, case studies, infographic outlines, video scripts and long-form articles
- Graphic design experience and expertise
- A strong understanding of/experience with Salesforce, WordPress, Squarespace, Google Analytics, ActiveCampaign, Canva, Meta and other Social Platforms
- You know how to explain complex concepts in a clear and engaging way.
- You are committed to belonging, diversity, equity, and inclusion and know that there is a huge variety of identities and voices in the Jewish and Jewish-adjacent world and you want to make them all feel like they belong at OneTable
- You love working on a team and have experience working with consultants.
- You have an eye for design and know when something feels "on-brand" for us.
- You are comfortable editing a variety of styles, without eliminating unique voices, love feedback and the editing process, and seek out constructive feedback if it is not readily given to you.
- You have at least a basic understanding of Shabbat and/or Judaism.
- You have a sense of humor about failure *and* own your mistakes.

Nice to Haves:

- PR/Journalism/Agency experience
- Fluency in a second language (++ for Spanish/Russian/Hebrew)
- HTML and CSS “fluency”

Benefits Package:

This position is an exempt salaried position.

The annual salary starts at \$81,000 plus the following benefits:

- Health insurance — medical, dental, and vision insurance currently through Aetna; OneTable pays 85% of the healthcare premium for each employee and 50% for dependents.
- Pre-tax commuter benefits, a flexible or health spending account (FSA or HSA), short and long-term disability, and life insurance.
- Time off:
 - Paid time off (PTO) for personal, sick days, and vacation.
 - The office is closed for all major Jewish holidays, as well as most federal holidays.
 - OneTable offices are also closed during the July 4th week and December 25 - January 1.
 - As an organization rooted in the mission of spreading Shabbat, we know the importance of having time on Fridays to start winding down and preparing for our favorite weekly holiday. The OneTable offices close at 4:00 pm (local time) every Friday and at 12:00 pm on the first Friday of each month.
- Optional and discounted identity theft protection, legal assistance program, pet insurance, travel insurance, critical illness, accident, hospital indemnity insurance, and more.
- This position is an exempt salaried position, which is not eligible for overtime.

Location: OneTable offers a flexible hybrid work policy which allows you to work from anywhere in the United States. Full-time employees may choose to work from an office space (provided by OneTable) or fully remote.

Start Date: Immediately

To Apply:

[Click](http://www.onetable.org/careers-apply) to fill out our online application: www.onetable.org/careers-apply
Questions? Email careers@onetable.org

Application Process:

- Review of applications will begin immediately and continue on a rolling basis until the position is filled
- Submission of Cover Letter and Resume outlining your interest in OneTable and how your qualifications match the job description. Please include a link to your portfolio in the application.
- Applicants that move forward to the first round screening will have an interview with a member of OneTable's People Team
- Applicants that move forward will interview with the VP, Growth
- Applicants that move forward after the second round interview may be asked to complete a written task
- There may be additional conversations with colleagues with whom they would be working.

Note: *OneTable seeks to increase equity in its hiring and therefore to mitigate the inside edge sometimes given to those who have relationships with "field insiders," OneTable does not accept informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into selection of candidates for interviews.*

Equal Opportunity Employer:

We deeply value the diversity of insight, perspective, and experience brought by people from backgrounds typically underrepresented in Jewish institutions. This includes Black, Latinx, Indigenous, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrachi Jews, lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

The organization provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, citizenship or immigration status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, status as a disabled or Vietnam-era veteran, or any other protected characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.