

Marketing and Communications Manager

Job Description

The Oregon Jewish Museum and Center for Holocaust Education (OJMCHE) seeks a Marketing and Communications Manager to join our management team. The Marketing and Communications Manager is a strategic and hands-on position responsible for elevating the organization's brand, storytelling, and visibility. This person will report to the Chief Operating and Advancement Officer and lead and execute all marketing and communications efforts, aligning all communications with the museum's mission and goals. Ideal for a creative, detail-oriented professional who thrives in a dynamic, collaborative environment.

Key Responsibilities

Marketing & Communications (90%)

- Develop and implement a comprehensive marketing and communications strategy.
- Create and manage digital content (social media, email newsletters, website updates).
- Oversee the design and production of promotional and advertising materials (print and digital).
- Manage media relations, including writing press releases, handling pitches, and coordinating interviews between staff and the media.
- Monitor and report on analytics for digital campaigns; adjust tactics to improve performance.
- Ensure voice and brand consistency across all platforms and public facing materials.
- Manage Digital Marketing Coordinator.

Development & Fundraising Support (10%)

- Collaborate on fundraising campaigns, donor communications, and events.
- Support grant applications with compelling narratives and impactful stories.
- Assist with sponsorship outreach and corporate partnership communications.

Desired Qualifications

- 5+ years of relevant experience in marketing, communications, membership and public engagement campaigns.
- Exceptional writing, editing, and storytelling skills.
- Working knowledge of the media environment (tv, radio, press, digital).
- Proficiency with design and content tools (e.g., Canva, Adobe Suite, Emma, WordPress, Google tools, social media).
- Excellent organizational and project management skills.
- Ability to work independently and collaboratively across teams.
- A strategic thinker who is also excited to manage staff and execute plans.
- Culturally competent and community-centered in communications.
- Experience in the nonprofit sector is preferred.

Compensation & Benefits

- Salary range: \$55,000-60,000 annually (based on experience).
- This is a 30-hour per week position.
- Health benefits, paid time off, 401k plan, and flexible work environment.
- Opportunities for professional development.

To Apply

Please submit a resume, cover letter, and 2–3 writing samples (all in one pdf) to employment@ojmche.org. Applications will be reviewed on a rolling basis.

ABOUT OJMCHE

The Oregon Jewish Museum and Center for Holocaust Education (OJMCHE) was formed through the 2014 merger of the Oregon Jewish Museum (founded 1989) and the Oregon Holocaust Resource Center (founded 1984). We focus on Jewish art, history, and culture, while recognizing the challenge of remaining relevant in a changing and tumultuous world.

OJMCHE is the community repository for the Jewish experience in Oregon and the proud stewards of the Oregon Holocaust Memorial in Portland's Washington Park. We have gallery

space dedicated to our four core exhibitions and two additional galleries for our temporary special exhibitions. OJMCHE provides audiences robust public programming, year-round tours for school groups as well as adults of both the museum and the Oregon Holocaust Memorial, teacher professional development training, access to our archives and collections, and a museum shop.

OJMCHE'S COMMITMENT TO DIVERSITY, EQUITY, ACCESSIBILITY & INCLUSION

The Oregon Jewish Museum and Center for Holocaust Education respects, values, and celebrates the unique attributes, characteristics, and perspectives that make each person who they are. We believe that our strength lies in our diversity among the broad range of people we serve. We consider diversity and inclusion a driver of our excellence and seek out diversity of participation, thought, and action. Our goal is for OJMCHE staff, board, members, and partners to reflect and embrace these core values.

OJMCHE is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status, or other differences.