



MILWAUKEE
JEWISH FEDERATION

MARKETING PROJECT MANAGER JOB DESCRIPTION

Part-time, Temporary, Contract Position

Job Summary

The Milwaukee Jewish Federation is seeking a marketing project manager to expand the capacity of our marketing team for the next several months. Our core marketing team is focused on financial resource development projects. The contractor will take responsibility for our outreach and engagement projects. This is a part-time, temporary, contract position.

Essential Functions

- Manage the full marketing cycle of outreach and engagement marketing projects.
- Work with internal clients to identify project goals, develop a strategy, create appropriate tactics, write content, create digital materials, distribute materials digitally, track and optimize performance.
- Design digital assets (digital flyers, headers for emails, graphics for social media posts, etc.)
- Manage content in social media and websites.
- Create and distribute communications through email platforms.

Required Skills/Abilities

- Graphic design.
- Knowledge of social media strategy and experience with creating and posting content in social media.
- Experience with email communication platforms (preferably Constant Contact), content management platforms (preferably WordPress, and project management platforms (preferably Basecamp).
- Exceptional writing skills.
- Knowledge of Jewish federations.
- Ability to balance multiple projects at the same time.
- Extreme accuracy with above average attention to detail.
- Highly organized with the ability to prioritize workload and function with independence.

Required Technical Skills

- To perform this job successfully, an individual should be proficient with Microsoft 365, formal document preparation, and Internet applications.

Required Education/Credentials/Experience

- Bachelor's degree preferred, but a combination of education, training and experience may be adequate.

- Three years of experience performing the essential functions above.
- Federation experience strongly preferred.

More information

- This is an hourly contract position that will require up to 20 hours of work per week.
- The contractor will work remotely.
- Non-traditional work hours may be required.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

To apply

For more information about this position, or to apply, please send a cover letter and resume to HR@MilwaukeeJewish.org. Promising applicants will be asked to provide samples of their work.