

Position Description

The Matzevah Foundation

Title: Director of Communications

Creation Date: 2/14/16

Position Objective:

To guide the strategy of The Matzevah Foundation (TMF) for all communications including website, social media, print, and other avenues that effectively shares the mission of TMF.

Accountabilities:

1. Create content that is relevant and of interest to our donors, followers, and friends of TMF.
2. Maintain TMF website by keeping it relevant and up to date.
3. Promote the work of TMF, share facts about the Shoah, and relevant cultural news from Poland weekly through social media (Facebook, Instagram, Twitter).
4. Identify and execute communication strategies that are beneficial to spreading the TMF story.
5. Manage the development and distribution of all print and electronic media that is sent out
6. Actively support the work of TMF through project attendance, participating in discussions and planning, and through financial giving.
7. Prepare and submit status reports on a quarterly basis.

Relationship to Others:

- Assist in keeping the TMF Board and Advisory Team up to date on projects, events, meetings, and other news.
- Interacts with TMF partners, donors, and friends
- Interacts with the public