

Organisation: Yad Hanadiv
Director General (CEO): Yigal Mersel
Location: Jerusalem, Israel
Languages: Native English, High Level Hebrew

Job Title: Communications Director
Reports to: CEO/STRATEGIC CONSULTANT
Serves on: Executive Leadership Team
Direct Reports: English Editorial Assistant, Digital Media Manager, Comms Coordinator

Purpose: To lead a communications strategy that promotes the Yad Hanadiv values of integrity, intelligence and respect, and facilitates Yad Hanadiv's pursuit of its purpose:

To create resources for advancing Israel as a healthy, vibrant, democratic society, committed to Jewish values and equal opportunity for all of its inhabitants, carrying forward the philanthropic tradition of the Rothschild family.

KEY RESPONSIBILITIES:

1. Advise and Assist in the design of, manage and implement a communications strategy that defines and sets priorities for audience, messages and methods of communications consistent with the Rothschild Family legacy, goals, direction and ambition.
2. Advise and support the Director General and SC in giving visibility to the purpose and values of Yad Hanadiv in the context of programme investments (external audience) as well as in the context of YH policies, practices, standards and behaviours (internal audience).
- ~~3.~~ In consultation with and guidance from the Executive Leadership Team, generate an annual communications plan
4. Coordinate and or provide coaching and support to the Executive Leadership Team and Programme staff on written and oral communications (effective presentation) and presentation strategies
- ~~5.~~ Develop and oversee design and production of materials associated with and required by members of the YH Board
6. Develop, maintain and ensure compliance with standards for YH publications including branding, design and style guides for publications (print and digital).

7. Oversee the development of websites, and other comms media; oversee website content and technological management (with IT) –to advance Yad Hanadiv’s communication and programme goals.
8. Editorial responsibility for newsletters and periodic updates to Board and public
9. Identify, retain, collaborate with and supervise outsourced communications support and services as required (translators, editors, graphic artists, photographers, web developers and multi-media experts).
10. Keep abreast of emerging trends in strategic uses of communications and new media (participate in trade-related conversations and associations) in order to ensure that YH’s communications strategy and practices are current and appropriate.

COMPETENCIES & BEHAVIOURS

Commitment & Industry Knowledge Understands, can explain and is deeply committed to Yad Hanadiv’s purpose and values. Knowledge of and experience with different methods of communication for purposes of informing and engaging different audiences. Adaptive and responsive.

Responsible & Collaborative Ability to lead collaborative efforts – engaging and drawing on the skills and talents of others as appropriate and necessary. Willingness to assume responsibility for high priority assignments and manage those assignments to completion. Ability to communicate clearly and effectively and establish productive relationships with colleagues and others.

Ethics and Integrity Honest in all dealings. Upholds and models the values of integrity, intelligence and respect. Respects and maintains confidentiality. Admits mistakes in spite of the potential for negative consequences. Presents unpleasant or disagreeable facts in an appropriate manner. Keeps promises; meets goals and deadlines. Avoids situations and associations that could be considered inappropriate.

QUALIFICATIONS AND ABILITIES

1. At least seven years of increasingly responsible experience in a communications-related field (communications experience with philanthropic and non-profit organisations a plus).
2. Strong alignment with the CE’s vision for the organisation and approach to the work.
3. Excellent writing, interviewing, and editing skills and strong verbal skills, including ability to communicate complex concepts in fluent English and near-fluent Hebrew.
4. Strong organisational (planning) skills with attention to detail.
5. Excellent interpersonal skills.

6. Demonstrated ability to collaborate with and provide consultation and technical assistance to others on communications methods and content.
7. Ability to manage multiple assignments, set priorities, meet deadlines and and manage projects to completion.
8. Ability to supervise staff and consultants on multiple tasks.
9. Passion for Israel as a democratic society, and belief in the role of philanthropy in addressing social problems.
10. Knowledge of and interest in public policy issues generally with a particular focus on those issues to which YH is deeply committed.