The Opportunity

Brandeis University – a distinguished private research university recognized for its academic excellence and leading-edge research – has an exciting opportunity for a talented and motivated Digital Content Producer.

Located in the suburbs of Boston, a global hub for higher education and innovation, Brandeis is dedicated to first-rate undergraduate education while making groundbreaking discoveries. Established as a nonsectarian university in 1948 by members of the American Jewish community, our visionary founders shared a commitment to social justice and to making the world a better place.

Our founders’ pioneering spirit and intellectual pursuits continue today at Brandeis – from helping to solve a national public health crisis through work at its newly established Opioid Policy Research Collaborative, to the biological discoveries that last year earned two faculty members a Nobel Prize in Physiology or Medicine. We aspire to further such important endeavors and are looking to grow our team with individuals who share our passion and commitment. In preparation for its next ambitious campaign, Institutional Advancement (IA) seeks to strengthen the bonds with the University’s many constituencies. By working together, we will secure the financial resources necessary to continue the legacy of excellence in teaching, research, and scholarship at Brandeis.

Position Summary

The Digital Content Producer will be responsible for creating a variety of high quality and engaging content for use across a variety of digital platforms, including the IA website, email and the Brandeis University Alumni Association social media platforms. The emphasis in this role will be the creation of high quality videos, along with other digital content as outlined below and managing high profile social media channels.

Responsibilities include developing digital content to support Brandeis University Institutional Advancement (IA) Division’s solicitation, alumni engagement and donor stewardship initiatives, including e-newsletters and email. The digital content producer will help update and maintain the IA website; contribute to department administration, including metrics and maintenance and assist in maintaining the editorial calendar.

Primary Responsibilities

- Develop digital content including video, graphics, photography, images and other interactive content to support Brandeis University Institutional Advancement (IA) Division’s digital communications
platforms as well as for use in solicitation, alumni engagement and donor stewardship initiatives, including e-newsletters and emails.

- Manage the Brandeis University Alumni Association social media platforms (Facebook, Twitter, LinkedIn, Instagram and other future platforms). Update and maintain the IA website.

- Perform quality assurance by reviewing content uploaded by other web editors to ensure it is delivering a quality user experience and remains consistent with internal brand standards.

- Contribute to department administration, including producing user metrics and editorial calendar.

Qualifications

- Bachelor’s degree required, with a minimum of 3 years work-related experience ideally in journalism, content marketing, social media or website management.

- Demonstrated ability to develop content and write clearly, concisely and on deadline for a publication, website or other outlet with a general audience. Attention to detail and a working knowledge of AP Style.

- Demonstrated experience managing social media platforms, including Twitter, Facebook, Instagram and LinkedIn.

- Passion for storytelling and digital media.

- Experience with photography, graphic design and videography/video editing. Experience with Adobe products (InDesign, Photoshop, Illustrator) a plus.

- Experience working in website content management systems ideally editing content on large scale websites. Basic understanding of HTML and CSS. Knowledge of Google Analytics a plus.

- Familiarity with email marketing platforms (Constant Contact, MailChimp) a plus.

- Must be a detail-oriented, self-starter with an ability to work independently and manage multiple priorities to meet challenging timelines and deliver high-quality work end-products.

- Must be able and willing to work occasional evenings and weekends with an attitude of doing what it takes to get the job done.

- Needs to be a self-starter able to thrive in a fast-paced environment. A willingness to learn is a must.

Commitment to Diversity, Equity, and Inclusion

Founded as a model of ethnic and religious pluralism, Brandeis University welcomes students, faculty, and staff of every nationality, religion, and orientation. Social justice is central to the mission of Brandeis, which endeavors to foster a just and inclusive campus culture that embraces the diversity of our larger society. Brandeis embodies the American heritage of cultural diversity, equal access to opportunity and freedom of expression. Learn more at: [http://www.brandeis.edu/about/mission.html](http://www.brandeis.edu/about/mission.html)
Brandeis University is an affirmative action/equal opportunity employer. It is the policy of Brandeis University not to discriminate against any person on account of race, color, ancestry, religious creed, gender, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, veteran status, or any other category protected by federal or state law. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President of Human Resources, Bernstein-Marcus building, 781-736-4464.

**Submit Your Candidacy**

We welcome your nominations, inquiries and expressions of interest in this position, which may be directed informally via email or telephone to Advancement administration contacts:

**Ania Morris**  
Assistant Director, Advancement Talent Management & Administration  
781-736-4004 | armorris@brandeis.edu

**Elizabeth Crabtree**  
Vice President, Advancement Administration & Operations  
781-736-4034 | ecrabtree@brandeis.edu

To apply, please visit our career website and submit your cover letter and resume via the Brandeis University Human Resources online portal at [https://careers.brandeis.edu/staffjobs/](https://careers.brandeis.edu/staffjobs/)

*Please note that you must upload your cover letter and resume as one combined file.*

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The material presented in this position summary is for informational purposes only. Candidates offered a position at Brandeis University may be subject to an employment reference check and additional background screening satisfactory to Brandeis. This screening may include a criminal background check, drug testing, and motor vehicle records check.