



**JOB TITLE:** Events Manager

**REPORTS TO:** Director of Operations

**CLASSIFICATION:** Full-time, Exempt

**PRINCIPAL FUNCTION:** Events are a key touch point and a significant part of experiencing the Jewish Federation of Greater Atlanta brand. The Events Manager will work with a passionate team of Federation professionals to plan and execute flawless and inspiring events. If you are motivated, detail-oriented, proactive, creative and passionate, with experience in event planning, we want to hear from you!

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Event Planning**

- Actively manage a portfolio of 6-8 large events and up to 25 smaller events, with approximately 15 events in the works at any time
- Participate in key creative briefings as needed, as well as individual input meetings with professional staff and lay volunteers to help strategize on event needs
- Review event marketing materials for information accuracy
- Research and develop relationships with off-site venues, caterers and other vendors
- Negotiate contracts with speakers and vendors, including but not limited to caterers, venues, and AV providers
- Create and manage event budgets and billing
- Assist Philanthropy Team in securing in-kind donations for events
- Create event timelines and staffing plans for events
- Manage all logistics for production of events
- Be onsite at all large events and others as requested from start to finish for day of logistics
- Post event evaluation

#### **Other**

- Attend and participate in weekly status meetings with the philanthropy department and bi-weekly marketing team meetings

*The above job duties and responsibilities describe the general nature and level of work for an employee in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.*

### **QUALIFICATIONS**

- 2+ years event management experience as the lead event person, preferably with a nonprofit
- Strong interpersonal skills and demonstrated ability to cultivate, build, and maintain strong working relationships with individuals from diverse backgrounds and perspectives



- Excellent organizational and time management skills
- Sound analytical and problem-solving skills
- Excellent verbal and written communication abilities
- Driven, self-starter, resourceful and able to work with minimal direction
- Team player with a positive attitude and a willingness to learn and grow

**PHYSICAL REQUIREMENTS:** Extensive standing and walking with prolonged periods of sitting at desk or in meetings. Lifting and transporting event materials is a function of this job.

**ADDITIONAL REQUIREMENTS:** Position requires ability to organize, prioritize, manage and complete multiple, often-competing projects; and oversee the completion of multiple and varied projects and programs on differing timelines. This job requires ability to work nights and weekends as needed.

Must have own transportation, valid State of Georgia driver's license and proof of automobile insurance for traveling to outside meetings and events as well as occasional transporting of materials

**COMPENSATION:** The salary range for this position is \$63,000 - \$71,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

*Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits all discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*