##### JOB DESCRIPTION

**POSITION TITLE:** **Manager, Donor Events & Journeys** **CATEGORY:** Exempt

**DEPARTMENT:** Philanthropy **REPORTS TO:** Sr.Director, Campaign

**PRINCIPAL FUNCTION:** As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta intends to play a bold and creative role. The Philanthropy team is looking for a motivated, flexible, detail-oriented and proactive program and events planning professional to join our efforts as we expand the ways we engage with donors in the community.

You will work with a passionate team of Federation professionals to increase the impact of the organization’s work here in Atlanta, in Israel and around the world. You will collaborate with our key donors and partner organizations on a common agenda—guided by the principles of collective impact—to share best practices, build trust, and foster strategic partnerships.

The Manager, Donor Events & Journeys is responsible for developing and implementing Federation donor events and journeys, overseeing and creating the strategy and driving the execution of a diverse set of projects managed by the Philanthropy department. You will be responsible for producing and curating meaningful and inspirational journeys to Israel and other overseas locations with a balance of culture, leisure and visits to sites funded by Federation. In addition, you will be responsible for collaborating with the Philanthropy team on donor events and related fundraising strategies that are aligned with the identified programs and priorities of Jewish Federation of Greater Atlanta.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Journeys**

* Create, execute and continue to evaluate a three year Journeys strategy
* Work with Executive and Philanthropy teams & volunteer leadership to produce meaningful journeys that demonstrate Federation’s impact on the global Jewish community
* Coordinate with Philanthropy team to ensure pre and post journey fundraising strategies and relationship management systems are in place in order to build and strengthen journey alumni affinities
* Organize and attend programs to engage and recruit participants, as well as to prepare participants for journeys
* Work with VIP’s and community members to facilitate exclusive access for personal Israel travel
* Prepare and monitor budgets

**Donor Events**

* Oversee planning and execution of donor focused events working in conjunction with Philanthropy team member(s) to include leadership enlistment and management, marketing and attendee recruitment; logistics; and follow-up to ensure donor involvement in Federation
* Research and develop relationships with off-site event locations, catering companies and production vendors
* Provide support to co-workers to facilitate Philanthropy activities
* Continually seek opportunities to increase stakeholder satisfaction

**Other**

* Support and demonstrate Federation’s core values: Excellence, Empathy and Fearlessness.
* Promote the mission of the Federation at all times through superior customer service to all and through the efficient use and care of resources
* Other duties as assigned

**QUALIFICATIONS:**

* Bachelor’s degree, and minimum of 5 years of experience in fundraising, event planning and donor engagement and programming
* In depth knowledge of Israeli geography, tourism and history; Demonstrated understanding and commitment to the Jewish community
* Experience supporting foreign travel, event planning, and large group progamming required
* Strong communication and interpersonal skills to work effectively with high level donors, Federation professionals, community volunteers and external vendors
* Sound analytical and problem solving skills
* Excellent organizational and planning skills with high level of motivation and creativity
* Proficient in Microsoft Office and database utilization

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. National and international travel will be required. Must have a valid passport.

**PHYSICAL REQUIREMENTS:** Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at desk working with computer. Position requires stamina to work extended days to include early morning, evening and weekend events and meetings in addition to the regular work schedule.

*Jewish Federation of Greater Atlanta is an equal opportunity employer.*