

EVENT MANAGER

POSITION SUMMARY: The Event Manager is responsible for coordinating and executing successful production of the agency's events in meeting the financial and operational goals of the organization. This position will provide planning support for both in-person and virtual events aimed at increasing philanthropic and volunteer engagement with JCS. The position will be responsible for creating meaningful engagement activities for donors and potential donors via small events that cultivate or recognize philanthropy to JCS in alignment with JCS mission and values. The Event Manager will collaborate with the entire Resource Development Team, Marketing Manager, and agency programs staff to ensure professional coordination and logistics for events and to achieve fund-raising goals. Planning activities will include face-to-face, telephone and written interaction with volunteers, staff, prospects, vendors, and donors.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsibilities include the following, and other duties may be assigned:
- Manage the agency's websites, including creating new pages/sections and uploading blog posts and documents.
- Work with the agency's web development agency to update and manage the agency's web platforms, including the agency's website for event related items.
- Lead the planning, execution and logistics for all events involving external audiences, including development and production of invitations, guest lists, speakers/presentations, signage, vendor contracts, on-site support (including set-up and break down), catering, walk-throughs and any other needs.
- Develop and communicate timelines and priorities in order to execute projects and events on time, within budget, and that meet and exceed expectations.
- Effectively manage, train and motivate staff and volunteers on a daily basis as well as prepare staff and volunteers prior and during the events.
- Act as the on-site point of contact for all events
- Manage the expenses and administrative needs for all events, including submitting invoices.
- Serve as traffic manager between the Communications and Engagement team and the agency's external communications agency of record, including coordinating graphic design projects, media relations needs, scheduling and other tasks.
- Provide outstanding customer service to internal and external audiences.
- Handle event RSVPs through MailChimp, Eventbrite or other platforms.
- Define company brand through events.
- Produce and present written financial recap of event within one week of event's completion.
- Acts as the staff liaison between event participants, volunteers, vendors, and other key stakeholders.

SUPERVISORY RESPONSIBILITIES:

- None at this time

MINIMUM QUALIFICATIONS:

- Higher Education, preferred
- Minimum two years' relevant event or marketing experience, preferred
- Experience in social media management, a plus
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Strong computer skills and proficient in the Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Excellent written communication skills and the ability to write clearly and informatively
- Excellent oral communication skills and the ability to speak effectively before groups of customers or employees of organization
- Assertive, professional, personable team player with a high level of energy and proven experience managing events within a human services and/or faith-based organization in a diverse community, a plus.
- Ability to work a flexible schedule
- Ability to manage multiple priorities
- Strong organization and analytical skills
- Ability to improve the bottom line and adhere to a budget
- Must have a current, valid, unexpired Florida Driver's License with car insurance (\$50/\$100K preferred) and be able to travel with Miami-Dade County

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Technical Skills** – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Interpersonal Skills** – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting.
- **Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizations values.
- **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time.
- **Judgment** – Displays willingness to make decision; exhibits sound and accurate judgment; supports and explains reasons for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to insure quality.
- **Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Adaptability** – Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or expected events.
- **Attendance/Punctuality** – Is consistently at work on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

- **Dependability** – Follows instructions, responds to management directions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; complete tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

ABOUT: Jewish Community Services of South Florida (JCS) is the foremost non-profit, human services agency whose mission is to improve the quality of life and self-sufficiency of the Jewish and broader communities throughout South Florida in accordance with Jewish values. Founded in 1920, JCS delivers exemplary social services through compassionate and comprehensive programs that help people stay healthy and productive.

PERKS: We are proud to offer a competitive benefits package to all full-time employees, including medical and dental plans. A generous vacation and holiday pay benefit and a 401(k) match is available. Staff receives monthly in-service training and CEU opportunities. This is a one of a kind opportunity for leadership in talent management to contribute to a team of mindful, caring and passionate people at work every day in service to our community!

JCS is a 501(c)(3) not-for-profit organization and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, disability, gender identity, gender expression, national origin, or veteran status.

Status: Full-Time / Exempt

Salary: \$50K