



Position: Volunteer & Events Manager
Organization: Jewish Family & Career Services
Reports to: Director of Advancement
Position Type: Full Time
FLSA Status: Non-exempt
Location: Louisville, Kentucky
Website: www.jfcslouisville.org
Salary: \$48,000-\$55,000

Jewish Family & Career Services expands possibilities for each person and every family to meet life's challenges with confidence. We are guided by our Jewish values to ensure all in Greater Louisville live with dignity and purpose. Our core service areas include Career & Economic Opportunities, Clinical Services, Klein Older Adult Services, Family Stability program, and Jewish Life & Volunteerism.

Our Values

- ***Kavod:*** Respect for the undeniable humanity of each person.
- ***Chesed:*** Actions rooted in compassion and empathy.
- ***Kehilah:*** Connections that strengthen individuals and build community.
- ***Tzedek:*** Advocacy that fosters fairness and equity.
- ***Avodah:*** Service to others that has the power to repair our world.

Duties and Responsibilities

JFCS is seeking a Volunteer & Events Manager who will build and lead the JFCS Volunteer Program and JFCS events. The Manager will serve on the Advancement team and report to the Director of Advancement.

The Volunteer & Events Manager will be responsible for the recruitment, on-boarding, engagement and supervision of all volunteers and volunteer activities. They will be responsible for creating volunteer job descriptions and working with the program team to come up with relevant volunteer roles to fit those needs. In addition to managing the day-to-day operations of the volunteer program, the Manager will work closely with the Director of Advancement to plan and execute organizational events including but not limited to fundraising, community, and outreach events. JFCS has four main fundraising events including the JFCS MOSAIC Awards, Republic Bank Players Challenge, Lillian O. Seligman Contemporary Thought Forum, and the JFCS Community Chats. As an externally facing member of the Advancement team, the Manager will provide an exceptional volunteer and event attendee experience to help build lasting relationships and meet development goals and strategic imperatives.

The Manager will work with other Advancement team members as well as cross-departmentally to execute all aspects of the volunteer program and organization events. This role will also collaborate with local synagogues, the Jewish Federation, and other Jewish organizations in the Louisville Community.

Qualifications, Competencies and Characteristics

- Bachelor's degree and two or more years nonprofit, administrative, or event planning experience is preferred. Applicants with the equivalent combination of education, training, and experience in related fields will also be considered.
- A passion for the JFCS vision, mission and values
- Demonstrated ability to excel in a fast-paced environment working both collaboratively and autonomously when required
- An enthusiasm to connect volunteers to their passions by listening, understanding and responding with timeliness and accuracy
- Ability to develop constructive, cooperative, and respectful relationships with others and maintain those relationships over time

- Thrives on creating volunteer and event experiences that are joyful, meaningful and fun
- Meticulous organizational skills and attention to detail
- Enjoys the challenges of planning and logistics
- Self-motivated with the ability to meet deadlines
- Prefers high expectations
- Excellent interpersonal, verbal and written communication skills (face-to-face, phone, emails, letter writing)
- The ability to verbally and visually articulate the JFCS story
- The ability to make difficult, but diplomatic decisions
- Adhere to strict confidentiality of prospect and donor information
- Possesses an entrepreneurial spirit
- A basic knowledge and the eagerness to learn principles and best practices in the areas of customer service, fundraising and relationship building
- Effectively utilize general and program-specific computer programs (Microsoft Office Suite, CRM, etc.)
- Effectively operate typical office equipment (telephone, computer, fax machine, copier, mail machine, etc.)
- Other duties as assigned

Supervisory Responsibility: None

Travel Requirement: Occasional local travel

Pre-Employment Requirements: Satisfactory completion of a pre-employment background check.

JFCS welcomes people with a growth mindset to our team and in return offers a generous and comprehensive compensation and benefits package including paid annual leave and sick time, medical and dental insurance, 403B, life, short-term and long-term disability insurance and generous paid holidays.

Jewish Family & Career Services IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate against any person or group of persons on the grounds of race, ethnicity, age, color, religion, sex, national origin, sexual orientation, gender identity, veteran status or physical or mental disability as defined by Title VII of the Civil Rights Act of 1964; 1991 Civil Rights Act amendments; The Americans with Disabilities Act; the Age Discrimination in Employment Act; the Kentucky Civil Rights Act; or in any manner prohibited by the laws of the United States, the Commonwealth of Kentucky, or local ordinance, in the recruitment, selection, promotion, evaluation or retention or any terms and conditions of employment for employees or volunteers.

In 2021, JFCS established a DEI+/TIC (Diversity, Equity, Inclusion+/Trauma-Informed Care) Committee comprised of staff and board members to evaluate and improve our internal and external practices. We believe in continuously improving and striving to be a model in our community for equitable service.

We are committed to an environment in which all staff, board, volunteers, and clients can thrive. We strive to foster equity, remove barriers to access and opportunity, recruit, retain, and grow a diverse and inclusive workforce and board of directors that reflect the communities we serve. Join us in building an accessible and inclusive environment for staff, clients, and Greater Louisville.