



JOB DESCRIPTION

TITLE: Director of Events

DEPARTMENT: Operations

About JEWISHcolorado: JEWISHcolorado strengthens and connects Jewish community in Colorado, Israel, and around the globe by creating diverse pathways to engage in Judaism. Our passion is Jewish life and values that make individual lives, our communities, and the world a better place.

Position Summary: The Director of Events is responsible for planning, producing, and executing assigned events, serving as a partner and consultant to internal project leads in the event planning process, and serving as general support for all organization events as needed.

Reports to: Senior Director of Operations

Primary Responsibilities:

- Work with project leads as a partner to develop and implement an event plan for assigned events that meet the needs and objectives, as defined in the event concept meeting.
- Serve as a consultant to Advancement and Jewish Life & Engagement staff to strategize and implement ways to elevate events and increase engagement and fundraising.
- Develop, implement, and serve as lead trainer for all event processes and staff roles and responsibilities.
- Train to proficiency in event and customer relationship module platforms.
- Manage and track expenses to budget for all assigned events.
- Manage the event plan for assigned events, ensuring all deadlines are met and every detail is considered while working cross-departmentally with the Philanthropy, Jewish Life & Engagement, and Donor Services teams.
 - In collaboration with assigned Project Lead, coordinate a venue, catering, menu selection, entertainment, event supplier relations, A/V needs, decor, contracts, and other logistics.
 - Negotiate and oversee relevant event contracts ensuring favorable terms and cost efficiencies.
 - Coordinate and attend weekly status meetings for upcoming events with Project Lead and Marketing team to discuss upcoming tasks and project management deadlines.
 - Manage on-site event logistics, serving as the primary onsite director for staff and vendors, ensuring smooth implementation and appropriate sensitivity to community needs.



- Conduct post-event evaluations for assigned events and prepare summary reports for each assigned event to document effectiveness and generate future planning ideas.
- Attend operations/events department meetings and L-10 meetings.
- Perform other duties as assigned.

Qualifications:

- Demonstrates the JEWISHcolorado core values:
 - Bring your best self to work
 - Positive can-do attitude
 - Effective collaboration
 - A commitment to and responsibility for shared values and building community
 - A strong work ethics and shows a commitment to one's work
- Demonstrates strong leadership skills.
- Has exceptional attention to detail and project management skills.
- Handles confidential information with sensitivity and integrity.
- Ability to concisely explain complex matters through written and verbal communications.
- Provides excellent customer service, including the ability to lead trainings.
- Has commitment to working irregular hours, including nights and weekends that involve organizational events and meetings.

Education & Experience:

- Bachelor's degree in a business field or an equivalent is required.
- 5+ years of experience working in a relevant field is required.
- Advanced knowledge of Microsoft Excel and other Microsoft Office applications are required.
- Past experience working in fundraising or non-profits is preferred.
- Knowledge of the Jewish community and its institutions is preferred.

ADDITIONAL INFORMATION

Position Type: Exempt, 37.5-hour per week, in-person 4 days each week.

Benefits: Vacation, sick leave, FSA, HSA, HRA, health, vision, dental, disability, and life insurance; 401(k) match.

Salary Range: \$60,000-\$75,000

Apply: events@JEWISHcolorado.org