



JOB DESCRIPTION

TITLE: Events Manager

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 Events Manager is responsible for coordinating, planning and implementing the logistics involved with assigned JEWISHcolorado events to ensure goals are met, positive community relations are achieved, and all staff and community participants are effectively coordinated. Events may include but aren't limited to meetings, fundraising events, festivals, conferences, community events and committee functions.

Reports to: Director of Events

Primary Responsibilities:

1. In collaboration with lead staff, coordinates venue, catering, menu selection, entertainment, event supplier relations, A/V needs, decorations, contracts, and event logistics for all assigned JEWISHcolorado events.
2. Negotiates and oversees relevant event contracts ensuring favorable terms and cost efficiencies.
3. Manages input of event responses and payments, ensuring timeliness and accuracy, when needed.
4. Communicates with registrants regarding information about the event, fields questions from potential attendees and requests additionally required information from registrants when necessary.
5. Manages event logistics including on-site coordination, ensuring smooth implementation and appropriate sensitivity to community needs.
6. In conjunction lead staff and Director of Events, manages cost-effective budgets for each event, and process all vendor invoices promptly and provides budget report after conclusion of event.

7. Supervises and/or leads volunteers and/or contract employees hired to assist with events.
8. Conducts post-event evaluations and prepare summary reports for each event to document effectiveness and generate planning ideas for future activities.
9. Interacts independently, positively and proactively with vendors, volunteers, committee members and JEWISHcolorado employees.
10. Performs miscellaneous job-related duties as assigned, including data management and correspondence.
11. Takes direction from supervisor and responds to requests in a timely fashion.
12. Performs 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.
- 2+ 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: \$50,000-\$60,000

Apply: events@JEWISHcolorado.org