

JOB TITLE: Events Manager
DEPARTMENT: Development
REPORTS TO: Chief Development Officer

This position will manage development and implementation of JFS fundraisers and program events.

Responsibilities

Essential functions and responsibilities include, but are not limited to:

- Responsible for achieving current revenue targets and expense budgets for JFS' 2 Signature Events (Walk-a-Mile in my Shoes, Mosaic Gala) along with supporting other smaller annual fundraising events to exceed annual fundraising revenue goals.
- Organizing and implementing "point of entry" events in JFS space (mission tours with constituents).
- Assist with recruitment, planning and implementation of program events.
- Develop and follow a comprehensive development plan for each event that includes budgets, timelines, leads recruitment and retention strategies, volunteer committee development, marketing/PR and logistics.
- Develop community contacts to recruit high level participation and volunteer leadership on planning committee and garner community support.
- Through volunteer networks, prospect, cultivate and steward event leads, community sponsors and teams to achieve the fundraising goals
- Engages, trains and manages relationships with community-based leadership volunteers to develop and execute a local recruitment, cultivation and retention plan for new donors, sponsors, participants and teams.
- Utilizes available resources to maximize event results and participates in webinars, conference calls and/or trainings offered by JFS.
- Ensure timely and efficient data entry process and donation processing related to all donor interactions.
- Manage event websites and all related setup, reports and information
- Collaborates with other key departments to ensure cross promotion, and support of, organizational goals and/or messages
- Monitors activities to identify trends and best practices; measures impact of specific actions; identifies and addresses issues as they arise and adjusts plans as required
- Ensure smooth integration of best practices, standards and guidelines
- Work with the volunteer planning committee to organize outreach activities that promote JFS's mission and services, including community presentations and corporate engagement opportunities
- Supports all fundraising/friendraising efforts of the organization

Qualifications

- Minimum of a bachelor's degree from an accredited college or university in related field and/or equivalent combination of education and experience.
- At least 3 years of experience in a nonprofit development/fundraising setting
- Previous experience recruiting and leading volunteer committees
- Excellent written and verbal communication, presentation and interpersonal skills.
- Able to work successfully in a diverse team environment
- Demonstrated ability in handling multiple priorities, project management and meeting deadlines with strong planning and organizational skills.
- Strong customer service orientation
- Ability to present opportunities to support programs and events to a variety of audiences, including corporate management, individual participants and volunteers
- Demonstrated success in the fundraising and implementation of large events preferred

Knowledge, Skills and Abilities

- Ability to manage large numbers of volunteers at different levels of expertise with diplomacy
- Ability to work with diverse communities and demonstrate inclusion
- Excellent verbal and written communication skills
- Excellent organizational skills; professional customer service skills with visitors, callers and volunteers
- Ability to multi-task and prioritize work