

**Position:** Specialist, Event Services

**Reports to:** Director, Event Services

**Position Summary:** The Specialist, Event Services is responsible for coordinating the logistics of fundraising and engagement events, whether in-person or virtual or hybrid, to support the mission, vision, and core values of Federation.

**Essential Duties and Responsibilities:**

- Manage a portfolio of events assigned by Director.
- Work with lead staff person, marketing team and events team to create an overview/strategy for the event.
- Prepare preliminary event budgets for approval by Director and ensure that events remain within that approved budget.
- Lead research and recommendations for event logistics support, including, but not limited to, speaker, venue, food and beverage, event set-up, décor, entertainment, audio visual, virtual event production needs and other.
- In partnership with Director, lead vendor contract discussions and track vendor adherence to contractual obligations and performance as agreed.
- Coordinate air travel, ground transportation, hotel arrangements, meals and onsite requirements as needed for speakers.
- Work with Event Project coordinator to maintain event marketing and recruitment timeline of deliverables and meet with lead staff, support department staff and vendors to ensure delivery.
- Maintain information for assigned events in electronic files.
- Promote the mission of the Federation through superior customer service and efficient use of resources.
- Must be able to lift and carry at least 25 lbs. and be able to set up event displays

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will, and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

**Qualifications and Success Factors:**

- Associates degree required, Bachelor's Degree preferred, preferably in one of the following areas: Event Planning, Fundraising, Non-profit Management, Business Administration, Hotel Management or similar.
- 1-3 years' experience with fundraising events and event management required or equivalent relevant combination of education, skills and experience.
- Experience working with volunteers and committees.
- Experience working with donor relation systems preferred.
- Experience managing budgets preferred.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Teams, Excel and PowerPoint) and basic database and Zoom skills required.
- Knowledge of effective utilization of audio-visual equipment preferred.



- Excellent verbal and written communication skills required.
- Strong organizational skills required.
- Creativity and innovative thinking required.
- Ability to problem solve and multi-task with numerous deadlines.
- Ability to work independently and as a member of a team.

***The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.***